APPENDIX G
CORE REPORTS

CORE REPORTS

Appendix G includes the core for the NASA Personnel/Payroll System. The appendix is divided into two parts: Personnel Core Reports and Payroll Core Reports.

PERSONNEL CORE REPORTS

PERSONNEL TABLE OF CONTENTS
BY REPORT NUMBER & TITLE

PERSONNEL TABLE OF CONTENTS
BY REPORT NUMBER & TITLE

PERSONNEL TABLE OF CONTENTS
BY REPORT NUMBER & TITLE

PERSONNEL TABLE OF CONTENTS
BY PAGE NUMBER

PERSONNEL TABLE OF CONTENTS
BY PAGE NUMBER

PERSONNEL TABLE OF CONTENTS
BY PAGE NUMBER

REPORT 374   TECHTRACS ICB AWARD INTERFACE LOAD REPORT   PERSONNEL

PURPOSE: To provide status reporting on success and failure of data submitted from the TechTracS to the NPPS personnel action interface file.

CONTENTS: Any NASA/former NASA employees who received a Space Act Award.

SEQUENCE: Installation, SSN, Award Approval Date.

Example:

```
                              SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:    374              NASA PERSONNEL AND PAYROLL SYSTEM            PAGE:    1
                                 PAYROLL TEST CENTER _____                 DATE: 01/14/03
                                                                           TIME: 09:51:30
                              TECHTRACS ICB AWARD INTERFACE LOAD REPORT
                                        AS OF 01/14/03
                              APPROVAL   AWARD      TRACKING
INST   SSN     NAME            DATE       AMOUNT FYR  NUMBER     STATUS

GRC  000000021 WISON,GEORGE    20010101   110.00 01 0000000000000011  LOADED TO INTERFACE FILE

GRC  001000001 JAMESTON,MELINDA 20010101  120.00 01 0000000000000012  LOADED TO INTERFACE FILE

GRC  001000002 JONASTITI,LISA  20010101   130.00 01 0000000000000013  *** NOT LOADED TO INTERFACE FILE
                                                                      ERR: EMPLOYEE NOT ON PAYMASTER FILE

GRC  001000009 JACKSTONE,MARK  20010101   140.00 01 0000000000000014  LOADED TO INTERFACE FILE

GRC  001000029 BARKSTONE,MARY  20010101   150.00 01 0000000000000015  *** NOT LOADED TO INTERFACE FILE
                                                                      ERR: DUPLICATE AWD ALREADY ON FILE


                                SUBJECT TO PRIVACY ACT OF 1974
```

```
                              SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:    374              NASA PERSONNEL AND PAYROLL SYSTEM            PAGE:    1
                                    INSTALLATION NAME                      DATE: 01/14/03
                                                                           TIME: 09:51:30
                              TECHTRACS ICB AWARDS LOADED TO PERACT INTERFACE FILE
                                        AS OF (TODAY'S DATE)
                              APPROVAL   AWARD      TRACKING
INST   SSN     NAME            DATE       AMOUNT FYR  NUMBER     STATUS

A      B       C               D          E      F    G          H
                                                                 I
                                SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:
   A. Center Abbreviation Code (HQ,ARC,GRC,LARC,DFRC,GSFC,MSFC,SSC,JSC,KSC)
   B. SSN
   C. NAME: LAST, NAME: FIRST
   D. AWARD: EFF DATE
   E. AWARD: AMOUNT
   F. AWARD: YEAR
   G. AWARD GROUP TEXT (Award Tracking Number from the TechTracS System)
   H. Status (Loaded/Not Loaded to Personnel Action Interface File)
   I. Status Error Messages (if any)
      a. ERR: CENTER CODE ABBREVIATION NOT VALID.
      b. ERR: SSN IS NOT A VALID NUMERIC VALUE.
      c. ERR: EMPLOYEE IS NOT ON PAYMASTER FILE.
      d. ERR: APPROVE DATE NOT IN FORMAT:YYYYMMDD
      e. ERR: AWD AMOUNT MUST HAVE AMOUNT > ZERO.
      f. ERR: AWARD FISCAL YR NOT IN FORMAT: YY
      g. ERR: DUPLICATE AWARD ALREADY ON FILE.

Selection Criteria:
   All data on the incoming file received from the TechTracS will be processed. There may be no data, data for one center, or data for multiple centers in the incoming file.

REPORT 150   SF 50-NOTIFICATION OF PERSONNEL ACTION   PERSONNEL

PURPOSE: To provide the official record of personnel actions taken.

CONTENT: All Employees

SEQUENCE: By Organization: Assigned, SSN, Effective Date, Suspense: Sequence

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

1.   Installation Code Equal User Designated Center Code

2.   SF 50 Required Flag Not Equal 'N'

3.   One Of The Following Four User Specified Options Must Be Met

     -    All Actions

     -    All Actions for a User Specified Facility Code

     -    All Actions Between User Specified Effective Dates

     -    All Actions With Nature Of Action Codes Equal To User Specified Nature Of Action
          Codes

     -    All Actions With SSN Equal To User Specified SSNs

     -    The User Specified To Reprint Last Set Of SF 50s Generated

4.   If The Action Passes The Criteria In Step 3, One Of The Following Must Be True:

     -    Print Status Is Blank

     -    Print Status Is Not Blank And The User Specified To Disregard The Print Status

     -    Print Status Is Not Blank And The User Specified To Reprint The Last Set Of SF 50s

5.   Print the Specified Number Of SF 50s Or If No Specification Made All Records Selected With
     Above Criteria Will Print

See Appendix E For Data Field Descriptions And Processing Requirements

REPORT 149   SF 52-REQUEST FOR PERSONNEL ACTION   PERSONNEL

PURPOSE: To provide the official record of personnel actions taken.

CONTENTS: All Employees

SEQUENCE: By Organization: Assigned, SSN, Effective Date, Suspense: Sequence

SELECTION CRITERIA:

Includes All Employees With The Following Criteria:

1. Installation Code Equal User Designated Center Code

2. One Of The Following Six User Specified Options Must Be Met

    -   All Actions

    -   All Actions for a User Specified Facility Code

    -   All Actions For a User Specified Action Update Clerk

    -   All Actions Between User Specified Effective Dates

    -   All Actions With Nature Of Action Codes Equal To User Specified Nature Of Action
        Codes

        -   The User Specified To Reprint Last Set Of SF 52s Generated

3. If The Action Passes The Criteria In Step 2, One Of The Following Must Be True:

    -   Print Status Is Blank

    -   Print Status Is Not Blank And The User Specified To Disregard The Print Status

    -   Print Status Is Not Blank And The User Specified To Reprint The Last Set Of SF 52s

4. Print the Specified Number Of SF 52s Or If No Specification Made All Records Selected With
    Above Criteria Will Print

See Appendix E For Data Field Descriptions And Processing Requirements

REPORT 152   **TABLE ACTIONS REPORT**   **PERSONNEL**

PURPOSE: To provide a record of changes
CONTENTS: The table changes of the user selected tables.
SEQUENCE: By Table ID, Table Key

```
REPORT NO:  152                    NASA PERSONNEL AND PAYROLL SYSTEM                   PAGE:
SEQUENCE BY:                              installation NAME                            DATE:
                                         TABLE ACTIONS REPORT                          TIME:
                                           AS OF MM/DD/YY

        TABLE ID          TABLE KEY        ENTRY CLERK       DATE       AFTER/BEFORE IMAGES/MESSAGE
           A                 G                  D             E                   B
                                                                                 C
                                                                                 F
```

DATA ELEMENTS: SELECTION CRITERIA:
A. Table ID   Includes all records with the following criteria:
B. Old value of the field   -   Installation code equal user designated
C. New value of the field   center code
D. Action Entry Clerk   -   Date equal system date
E. Changing Date
F. Message
G. Table Key

REPORT 250   PROBATIONARY APPRAISAL   PERSONNEL

PURPOSE: To provide documentation of supervisors approval/disapproval.
CONTENTS: All employees serving a probationary period ending within a specified period.
SEQUENCE: By Organization: Assigned, Employee Name
                        Individual pages

```
                    NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                                    INSTALLATION
                                   1  (FACILITY)
                               PROBATIONARY APPRAISAL


        NAME: _____2_____    SSN: _____3_____

        ORGANIZATION: _____4_____


        The above named employee will complete a one-year probationary period on
        ____5_____ .

        This period serves as a final step in the employment process, that of
        assessing the actual performance on the job.  As the supervisor, it is
        your responsibility to determine whether or not this person's performance
        and conduct are at a satisfactory level to be retained in the federal
        service.

        Please complete the following information and return this form to ___6____
        by ____7_____.

        Employee's performance and conduct are:          _____  Satisfactory
                                                         _____  Unsatisfactory


        I recommend that the employee be:                _____  Retained
                                                         _____  Separated from the
                                                                    federal service


        * If performance is unsatisfactory and the employee should not be retained,
        please contact _____8_____ as soon as possible
        to initiate separation procedures.




        _____
        SUPERVISOR'S SIGNATURE

        _____
        SUPERVISOR'S NAME AND TITLE

        _____
        DATE
```

DATA ELEMENTS:
1. Facility Name - Data value derived from Facility Code table
2. Employee Name - Last, First, MI
3. Employee Social Security Number
4. Organization: Assigned
5. Probationary End Date
6. Mail Code - Data value found in Personnel Control Table
7. One month prior to the Probationary End Date Data value calculated by system mm/dd/yy
8. Contact - Data value found in Personnel Control Table

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equal user designated center code
- Probationary End Date between user designated beginning date and user designated end date. (If user does not designate a beginning and/or ending date, the current pay period beginning and ending dates will be used.)
- Duty Status not equal 'L' or 'Z'

REPORT 251   DETERMINATION FOR WITHIN GRADE INCREASE   PERSONNEL

PURPOSE: To provide documentation of supervisor's approval/disapproval.

CONTENTS: All employees due for a Within-Grade increase within a user-specified period (eligible/ineligible).

SEQUENCE: By Organization: Assigned, Employee Name
                  Individual pages

```
               NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                              INSTALLATION
                            1  (FACILITY)
                  DETERMINATION FOR WITHIN GRADE INCREASE


   NAME: _____2_____  PAY PLAN: _____3_____

   ORGANIZATION: _____4_____  GRADE: __5__ STEP: __6__


   Employee is ____7_____ for a Within Grade Increase _____8_____.

   Current performance rating is _____9_____.

   This form should be completed and returned to ___10____ by ___11____.

   The authorized official must evaluate the level of competence and check
   one of the following.  If the determination is made that the employee's
   performance is not at an acceptable level of competence, contact
   _____12_____ immediately for assistance in
   following the regulatory requirements for withholding the within grade
   increase.


       ____      Grant the within grade increase.  Employee's performance is
                 at an acceptable level of competence.

       ____      Deny the within grade increase.  Employee's performance is
                 not at an acceptable level of competence and
                 _____12_____ has been contacted for
                 guidance.



   _____
   SUPERVISOR'S SIGNATURE

   _____
   SUPERVISOR'S NAME AND TITLE

   _____
   DATE
```

DATA ELEMENTS
1. Facility Name - Data Value derived from Facility Code Table
2. Employee Name - Last, First, MI
3. Pay Plan
4. Organization: Assigned
5. Grade: Current
6. Step
7. Eligible or Ineligible - Data Value derived as follows:
    If Pay Plan equals G* and Performance Rating: Current equals 5, 4, 3, or 0, then value equals 'eligible'
    If Pay Plan equals G* and Performance Rating: Current equals 2 or 1, then value equals 'ineligible'
    If Pay Plan equals W* or X* and Performance Rating: Current equals 5, 4, 3, 2, or 0, then value equals 'eligible'
    If Pay Plan equals W* or X* and Performance Rating: Current equals 1, then value equals 'ineligible'
8. WIG Date: Next
9. Fully successful or above or Below fully successful - Data Value derived as follows:
    If Pay Plan equals G* and Performance Rating: Current equals 5, 4, 3, or 0, then value equals 'Fully successful or above'
    If Pay Plan equals G* and Performance Rating: Current equals 2 or 1, then value equals 'Below fully successful'
    If Pay Plan equals W* or X* and Performance Rating: Current equals 5, 4, 3, 2, or 0, then value equals 'Fully successful or above'
    If Pay Plan equals W* or X* and Performance Rating: Current equals 1, then value equals 'Below fully successful'
10. Mail Code - Data Value found in Personnel Control Table
11. One month prior to the WIG Date: Next
12. Office Contact - Data Value found in Personnel Control Table

SELECTION CRITERIA:

Includes all employees with the following criteria:
-   Installation code equal user designated center code
-   Pay Plan equals GS or GM and Position: Type equals 0, 1, 2, 4, 5, 6, 7, or 8
    or
-   Pay Plan: Retained equals GS or GM and Pay Rate Determinant equals A, B, E, F, or M and Position: Type equals 0, 1, 6, 7, or 8
    or
-   NASA Classification Code equals 10000 and Position: Type equals 0, 1, 5, 6, 7, or 8
    and
-   WIG Date: Next must be equal to or between selection beginning and ending dates supplied by the user
    and
-   Pay Rate Determinant equals 0, 5, 6, 7, A, B, C, E, F, or M
    and
-   Duty Status not equal 'Z'

REPORT 350   **BASIC PERSONNEL DATA (SSN)**   **PERSONNEL**

PURPOSE: To provide off-line reference/access to basic personnel data.
CONTENTS: All active employees.
SEQUENCE: Selective by SSN or Employee Name

```
SUBJECT TO PRIVACY ACT OF 1974
   REPORT NO:  350                      NASA PERSONNEL AND PAYROLL SYSTEM                     PAGE:
   SEQUENCED BY:                             INSTALLATION NAME                                DATE:
                                                   M                                         TIME:
                                         BASIC PERSONNEL DATA
                                         AS OF MM/DD/YY

                                         NASA TITLE                   PAY PL GRADE  ORG   NASA  SUPV
       SSN      FACILITY  NAME           OPM TITLE                    OPM   /STEP  CODE  CODE  CODE
                                         AST, TECHNICAL MANAGEMENT    GS    15/2   BB111 545-01 I
       725097613          WASHINGTON, JONATHAN B.   PROGRAM ANALYST

                                         C                            J     E/F    G     H     I
       A         L        B              D                            K


                                         SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:
A. SSN
B. Employee Name (Last, First, MI, Gen)
C. Title: NASA
D. Title: OPM
E. Grade: Current
F. Step
G. Organization: Assigned
H. NASA Classification Code (NCC)
I. Supervisory Code
J. Pay Plan
K. Occupational Code
L. Facility Code
M. Facility Name - Data Value derived from
    Facility Code table

SELECTION CRITERIA:
Includes all employees with the following criteria:
-   Installation code equal user designated center code
-   Duty Status not equal 'Z'
-   Facility Code equals user designated facility code if entered

REPORT 369   PROBATIONARY SUPERVISOR/MANAGER APPRAISAL   PERSONNEL MEMO

PURPOSE: A memo for Supervisors to certify that employee has satisfactorily completed the probationary period for new supervisors/new managers.

CONTENTS: All new supervisors/Managers serving a probationary period ending within a specified period.

SEQUENCE: By Organization: Assigned, Employee Name
                Individual Pages

```
                NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                                INSTALLATION
                            1  (FACILITY)
                    SUPERVISOR/MANAGER PROBATIONARY APPRAISAL


    NAME: _____2_____     SSN: _____8_____

    ORGANIZATION: _____3_____


    The above named employee will complete a one-year
    probationary period as a supervisor/manager on _____4_____.

    The probationary period is the final step in the selection of new
    managers and supervisors.  Demonstrated ability to supervise or
    manage effectively is a prerequisite for the employee to continue
    in this capacity.  If the employee has demonstrated through job
    performance that he or she satisfies this prerequisite, please
    complete the certification below and return to ____5_____ by
    _____6_____.  The completed form will be permanently filed in
    the employee's Official Personnel Folder.

    If you feel that the employee has not successfully completed the
    required probationary period, please contact
    _____7_____ as soon as possible.




    _____
    Supervisor's Signature


    _____
    Supervisor's Name and Title


    _____
    Date
```

DATA ELEMENTS:
1. Facility Name - Data value derived from Facility Code table
2. Employee Name - Last, First, MI
3. Organization: Assigned
4. New Supervisory End Date
5. Mail Code - Data value found in Personnel Control Table
6. One month prior to the New Supervisory End Date
7. Contact - Data value found in Personnel Control Table
8. SSN

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equal user designated center code
- New Supervisory End Date between user-designated beginning and/or user designated end date. (If no date is designated for a beginning and/or ending date, the current pay period beginning and ending dates will be used.)
- Duty Status not equal 'L' or 'Z'

REPORT 352   **INSTALLATION STRENGTH REPORT**   **PERSONNEL**

PURPOSE: To provide a head-count strength report as of a specified date.

CONTENTS: All active employees.

SEQUENCE: By NASA Group Code
                Total for Center Code

```
REPORT NO:   352                      NASA PERSONNEL AND PAYROLL SYSTEM              PAGE:
SEQUENCE BY:                                 INSTALLATION NAME                       DATE:
                                          STRENGTH REPORT SUMMARY                    TIME:
                                              AS OF MM/DD/YY



                                 FT                                      TOTAL AGENCY
GROUP  PERM  PERM  EXP/        OTHER TOTAL  PT   REG   SUM                    COOP  ON BOARD    COOP  NON   OTHER
CODE   GS/GM FWS   CONS  EXEC  PERM  PERM   PERM TEMP  TEMP  STUDENT  PMI  WTO  OB   MALE FEMALE LWOP  AGENCY LWOP
1      9999  9999  9999  9999  9999  9999   9999 9999  9999    9999  9999 9999 9999 9999 9999  9999  9999  9999

2      9999  9999  9999  9999  9999  9999   9999 9999  9999    9999  9999 9999 9999 9999 9999  9999  9999  9999

3      9999  9999  9999  9999  9999  9999   9999 9999  9999    9999  9999 9999 9999 9999 9999  9999  9999  9999
.
.
9      9999  9999 .................

**     TOTALS LINE
```

GROUP CODE--1st Character of NASA Classification Code

PERM GS/GM--Position Type = 6 or 7, and Pay Plan = 'GM' or 'GS' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

PERM FWS--Position Type = 6 or 7, and First Position of Pay Plan = 'W' or 'X' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

EXP/CONS--Pay Plan = 'EH' or 'EF' or 'ED' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

EXEC--Pay Plan = 'AD', or 'ES' or 'ST' or 'EX' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

OTHER PERM--Position Type = 6 or 7, and Pay Plan Not = 'GM' or 'GS' or 'WG' or 'WL' or 'WS' or 'EH' or 'EF' or 'ED' or 'AD' or 'ES' or 'ST' or 'EX' or First Position of Pay Plan Not = 'W' or 'X' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

FT TOTAL PERM--Sum of PERM GS/GM + PERM FWS + EXEC + OTHER PERM

PT PERM--Position Type = 8 and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

REG TEMP--Position Type = 5 and Pay Plan not = 'EH' or 'EF' or 'ED' and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

SUM TEMP--Position Type = 3 and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

STUDENT--Position Type = 2 and Pay Plan = 'GS' and Duty Status Not = 'L' or 'S' or 'X' or 'M' or 'F' and Agency Code: Employing not = blank

PMI--Position Type = 0 or 1 and Duty Status = 'D' and Agency Code: Employing not = blank

WTO--Position Type = 4 and Duty Status Not = 'L' or 'S' or 'M' or 'F' or 'X' and Agency Code: Employing not = blank

COOP OB--Position Type = 0 or 1 and Duty Status = 'Y' and Agency Code: Employing not = blank

TOTAL AGENCY ON BOARD -- Duty Status not = 'L' or 'S' or 'F' or 'X' or 'M' and Agency Code Employing not = blank
MALE--Sex = 'M'
FEMALE--Sex = 'F'

COOP LWOP--Position Type = 0 or 1 and Duty Status = 'L' and Agency Code: Employing not = blank

NON-AGENCY--First 2 Characters of Agency Code: Employing = blank

OTHER LWOP--Position Type not = '0' or 1 and Duty Status = 'L' or 'S' or "M' or 'F' or 'X' and Agency Code: Employing not = blank

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Duty Status not equal 'Z'

- Installation code equal user designated center code

REPORT 353   PERSONNEL STATISTICS   PERSONNEL

PURPOSE: To provide the Personnel Office with a statistical analysis of the current work-force.

CONTENTS: All active employees.

SEQUENCE: Selective By Pay Plan-Grade, or Organization: Assigned, or NASA Classification Code
                  Totals by Pay Plan-Grade, Organization: Assigned, or NASA Classification Code Group based upon selection
                  Page break based upon selection.

```
REPORT NO:  353                          NASA PERSONNEL AND PAYROLL SYSTEM                    PAGE:
SEQUENCE BY:                                   INSTALLATION NAME                              DATE:
                                               PERSONNEL STATISTICS                           TIME:
 NASA CODE GROUP (3)                            AS OF MM/DD/YY                              GRADE GS/12

                     AVERAGE
             NUMBER  ADJ BASIC   AVERAGE   <-AVERAGE YEARS->  DOC.DEG.  MAS DEG.  BACH. DEG.  NO. DEG.  MALES  FEMALES  MINORITY
OOOOO                SALARY       AGE    ON BOARD  IN GRADE    #/%       #/%        #/%        #/%       #/%     #/%      #/%
GS-15          1     50,000      55.00     300        9                                        1         1
                                                                0.0       0.0        0.0      100.0     100.0

GS-14          5     45,000      55.00     250       150                             1         4         5
                                                                0.0       0.0       20.0       80.0     100.0

GS-13         11     38,888      56.11     300       111                             2         8        11
                                                                0.0       0.0       18.1       72.7     100.0
 .
 .
 .

 A           C        D           E         F         G         H         I          J         K         L      M        N

*** TOTALS LINE

AVERAGE GRADE:    P
NUMBER OF EMPLOYEES WITH TENURE CODE 1:  Q
```

DATA ELEMENTS:
A. Pay Plan-Grade: Current or Organization: Assigned or NASA Classification Code Group, based upon selection
C. Number employees based upon selection
D. Average of Empl Adjstd Basic Pay Amt
E. Average of Age using Date of Birth
F. Average years using EOD Date
G. Average years using Grade: Current Date
H. Number/% of Doctor Degree
I. Number/% of Master Degree
J. Number/% of Bachelor Degree
K. Number/% of No Degree (H, I, J, K using Degree: Highest Level)
L. Number/% of Males
M. Number/% of Females (L, M using Sex)

N. Number/% of Minorities (using Minority Code not equal 'E')
O. Literal title based upon selection (Grade, Organ, NCC)
P. Average Grade using Grade: Highest
Q. Number employees using Tenure Code = 1

SELECTION CRITERIA:
Includes all employees with the following criteria:
-   Duty Status not equal 'Z'
-   Installation code equal user designated center code

REPORT 354   FREEDOM OF INFORMATION LISTING   PERSONNEL

PURPOSE: To provide a listing of information which is available under the Freedom of
              Information Act

CONTENTS: All active employees

SEQUENCE: Selective by Organization: Assigned or Employee Name
              Page breaks by Organization: Assigned, if selected by Organization:
              Assigned

```
REPORT NO:  354                 NASA PERSONNEL AND PAYROLL SYSTEM                    PAGE:
SEQUENCE BY:                          INSTALLATION NAME                             DATE:
                                 FREEDOM OF INFORMATION LISTING                     TIME:
                                        AS OF MM/DD/YY

                           PAY    OPM    GRADE    ADJ BASIC
       ORG.  NAME          PLAN   SERIES /STEP    SALARY       NCC      DUTY STATION
             OPM TITLE
       AH499 CAMPBELL, RICHARD H.    WG    0861   11/09   12,345.67   725-10   123456789
             ELECTRONICS ENGINEER

       AAAAA BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB   D     E     F/G        H          I          J
             C
```

DATA ELEMENTS:
A. Organization: Assigned
B. Employee Name (Last, First, MI, Gen)
C. Title: OPM
D. Pay Plan
E. Occupational Code
F. Grade: Current
G. Step
H. Empl Adjstd Basic Pay Amt
I. NASA Classification Code
J. Duty Station Code

SELECTION CRITERIA:
Includes all employees with the following
criteria:
-   Installation code equal user designated
    center code
-   Duty Status not equal 'Z'

REPORT 358   **MATURE TRANSACTION AND ERROR REPORT**   **PERSONNEL**

PURPOSE: To provide documentation of the personnel actions affected.

CONTENTS: All personnel actions affected.

SEQUENCE: Selective by 1) Action Entry Clerk, Organization: Assigned, SSN, NOAC,
                                  Effective Date, Page Break by Action Entry Clerk
                              2) Organization: Assigned, SSN, NOAC, Effective Date,
                                  Page Break by Organization Assigned
                              3) SSN, NOAC, Effective Date
                              4) NOAC, Effective Date, Action Entry Clerk, SSN
                              5) Name, NOAC, Effective Date

```
SUBJECT TO PRIVACY ACT OF 1974
 REPORT NO:  358                      NASA PERSONNEL AND PAYROLL SYSTEM                       PAGE:
 SEQUENCED BY:                              INSTALLATION NAME                                 DATE:
                                     MATURE TRANSACTION AND ERROR REPORT                      TIME:
                                             AS OF MM/DD/YY
            EDIT
            BYPASS   ORG.                          ACTN
 UPDATE CLERK  CODE  ASSIGNED     SSN      FACIL    CODE     DATE       NAME
                                                                       MESSAGE
 DMILAN       X     BB111     548236871    M        893    12/14/88   BRIGHTSTONE, WARNER E.

                                                          * SSN 548236871  NOAC 893 ACDATE 12/14/88 HAS BEEN MATURED
                                                          ### STEP     CHANGED FROM 03      TO 04

 E           G     F           A          I        B        C          D

                                                                       H
                                                                       H




                                            SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS: SELECTION CRITERIA:
A. SSN   All records with the following criteria:
B. Nature of Action: Code   -   Record created by Mature process
C. Effective Date (MM/DD/YY)   -   Date-Time key less than user designated
D. Employee Name (Last, First, MI, Gen)   end date-time
E. Action Entry Clerk   -   Installation Code equal to user designated
F. Organization: Assigned   center code
G. Edit Bypass Code   -   Facility Code equals user designated
H. Message   facility code, if entered
I. Facility Code

REPORT 451   **NASA QUARTERLY ORGANIZATION CODES**   **PERSONNEL**

PURPOSE: To provide NASA Headquarters with a complete quarterly report of
                  organizations codes and titles.

CONTENTS: All organizations

SEQUENCE: By Organization Assigned

```
REPORT NO:  451                    NASA PERSONNEL AND PAYROLL SYSTEM                 PAGE:
SEQUENCE BY:                            INSTALLATION NAME                            DATE:
                                NASA QUARTERLY ORGANIZATION CODES                    TIME:
                                        AS OF MM/DD/YY
          ORG   ORG
  INST#   CODE  TITLE

   72     CB511 ASTRONAUT CANDIDATE OPERATIONS & TRAINING GROUP

   A        B                          C
```

DATA ELEMENTS: SELECTION CRITERIA:

A. Installation Number (First 2 characters of   Includes all records on the Personnel
    Installation Code)   Organization table
B. Organization: Assigned
C. Organization Title

REPORT 364   **FULL TABLES REPORT (GENERIC OUTPUT)**   **PERSONNEL**

PURPOSE: To provide the contents of the personnel tables.

CONTENTS: Selective by individual table or all tables in personnel, payroll, appendices, controls or any combination of the four.

SEQUENCE: By Table Name, Table Key

```
REPORT NO:  364                    NASA PERSONNEL AND PAYROLL SYSTEM                PAGE:
SEQUENCE BY:                             INSTALLATION NAME                          DATE:
                                                                                   TIME:




                              (TABLE DESCRIPTION)------TABLE REPORT-----(TABLE NAME)
                                             AS OF MM//DD/YY
        TABLE NO    TABLE KEY        REMARKS

        A           B                D
                                     E








                                                                      (TABLE NAME)
```

DATA ELEMENTS:
A. Table Number
B. Table Key
D. Remarks 1
E. Remarks 2

REPORT 364   **FULL TABLES REPORT (SAMPLE)**   **PERSONNEL**

PURPOSE: To provide the contents of the Pay Rates Table
CONTENTS: The contents of the Table - TSALSTEP
SEQUENCE: By Table Name, Salary Key (Pay Table and Grade)

```
REPORT NO:  364                    NASA PERSONNEL AND PAYROLL SYSTEM                    PAGE:
SEQUENCE BY:                             INSTALLATION NAME                             DATE:
                                                                                      TIME:


                                   PAY RATES TABLE REPORT-TSALSTEP
                                          AS OF MM/DD/YY
                -----TABLE KEY-----
    TABLE NO    PAY TABLE    GRADE        SALARY      SCH-SALARY

    A           B            C            D           E
                                          D           E
                                          D           E
                                          D           E
                                          D           E
                                          D           E
                                          D           E
                                          D           E
                                          D           E
                                          D           E




                                                                        (TABLE NAME)
```

DATA ELEMENTS:
A. Table Number
B. Pay Table
C. Grade: Current
D. Salary
E. Salary: Scheduled

REPORT 365   TICKLER REPORT   PERSONNEL

PURPOSE: To provide a working document for the Center to track all Personnel actions
               with a suspense date or overdue suspense date pertaining to an employee's
               employment thus promoting timely personnel actions. Management also
               uses this report to assist them in planning staffing needs.

CONTENTS: All transactions for active employees carrying a Nature of Action NTE Date or
               Follow-up Code Date within the next 90 days of a user specified beginning
               date.

SEQUENCE: By Directorate, Suspense Type, Organization: Assigned, NTE/End Date
               Page break by Directorate

```
REPORT NO:  365                    NASA PERSONNEL AND PAYROLL SYSTEM                    PAGE:
SEQUENCE BY:                              INSTALLATION NAME                             DATE:
                                                                                       TIME:


                                               G
                                        SUSPENSE REPORT
                                        AS OF MM/DD/YY

                                        ORG    NTE/                                      POS  TYPE
 DIR SUSPENSE TYPE                      CODE    END DATE  FACIL  NAME                     TYPE
 LOCAL


 A   BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB  CCCCC  DD/DD/DD   F   EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE  H   II
 A   BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB  CCCCC  DD/DD/DD   F   EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE  H   II
 A   BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB  CCCCC  DD/DD/DD   F   EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE  H   II
 A   BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB  CCCCC  DD/DD/DD   F   EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE  H   II
 A   BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB  CCCCC  DD/DD/DD   F   EEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEEE  H   II
```

DATA ELEMENTS:
A. Organization: Assigned (Edited to indicate
    Directorate)
B. Nature of Action Code Title/Followup
    Code Title (literal corresponding with D)
C. Organization: Assigned
D. NOAC NTE Date/Followup Code Date
    (see list right)
E. Employee Name (Last, First, MI, Gen.)
F. Facility Code
G. Facility Name - Data Value derived from
    Facility Code table
H. Position: Type
I. Position: Type Local

SELECTION CRITERIA:
Includes all employees with the following
criteria:
-   Installation code equal user designated
    center code
-   Any NTE or Follow Up code date within
    the next 90 days of a user specified

beginning date (refer to right for specific
field names)
-   If a Facility Code is designated, Facility
    Name will be derived from the Facility
    Table
-   Duty Status Not = 'Z'

DATE FIELDS:
    Appointment: NTE Date
    Furlough NTE Date
    LWOP: NTE Date
    LWP: NTE Date
    Promotion NTE Date
    Position: Change NTE Date
    Retention Allowance: NTE Date
    Suspension: NTE Date
    Sabbatical Leave NTE Date
    Service Agreement: End Date
    8 Follow up Dates
    Extension to RIF NTE Date

REPORT 254   TSP LETTER (FERS)   PERSONNEL

PURPOSE: To notify employees of eligibility to enroll.

CONTENTS: All newly eligible employees with a 943 NOAC suspended action with Source
                  Code = 'P' and Retirement Plan = K, M, or N.

SEQUENCE: By Employee Name

```
                National Aeronautics and Space Administration
                             INSTALLATION NAME
                                     F
               Notice of Eligibility for the Thrift Savings Plan


        TO:     A
                B


        You are now eligible to begin or resume contributions in the Thrift
        Savings Plan (TSP).  During this open season, you may begin participating
        in the TSP by designating a percent of your salary or a whole dollar
        amount.

        If you have not previously contributed, effective    C     a TSP account
        will be established for you and NASA will begin making automatic
        contributions to your account each pay period equal to 1% of your
        base pay.

        To make an open season election you have two options.  You may make an
        electronic election by accessing the Employee Express web site at
        www.employeeexpress.gov.  You will need your EE pin number previously sent
        to you by the Office of Personnel Management to make an election.  Or you
        may complete the attached TSP Form-1 and return it to
                   D         by the end of open season.  You need to complete a TSP-
        50 and submit it to the Thrift Board to allocate your contributions among
        the five available funds.

        Where to get more information about the TSP:  The attached booklet,
        "Summary of the Thrift Savings Plan for Federal Employees,"
        describes the TSP in detail.  Please read it before making a TSP
        election.  You may access the TSP website at www.tsp.gov for more
        information.

        Also attached is the flyer "Open Season Update".  This flyer
        contains basic information about this TSP open season.

        If you have questions about the TSP, contact           E           .
```

DATA ELEMENTS:

A. Employee Name - Last, Gen, First, MI

B. Organization: Assigned

C. TSP Enrollment Date - Data value found in Personnel Control Table

D. Office Mail Code - Data Value found in Personnel Control Table

E. Office Contact - Data Value found in Personnel Control Table

F. If the user designated a Facility Code, the Facility Name will be derived from the Facility Table.

SELECTION CRITERIA:

Include all employees with the following criteria:

- User selected FERS Notice

- Installation code equal user designated center code

- Facility Code equals user designated Facility Code, if entered

- Suspended Nature of Action Code equals 943 with Source Code equal 'P'

- Retirement Plan = K, M, or N

REPORT 254   **TSP LETTER (CSRS)**   **PERSONNEL**

PURPOSE: To notify employees of eligibility to enroll.

CONTENTS: All newly eligible employees with a 943 NOAC suspended action with Source Code = 'P' and Retirement Plan not = K, M, or N.

SEQUENCE: By Employee Name

```
              National Aeronautics and Space Administration
                           INSTALLATION NAME
                                  F
              Notice of Eligibility for the Thrift Savings Plan


     TO:    A
            B


     You are now eligible to begin or resume contributions in the Thrift
     Savings Plan (TSP).  During this open season, you may begin participating
     in the TSP by designating a percent of your salary or a whole dollar
     amount.

     To make an open season election you have two options.  You may make an
     electronic election by accessing the Employee Express web site at
     www.employeeexpress.gov.  You will need your EE pin number previously sent
     to you by the Office of Personnel Management to make an election.  Or you
     may complete the attached TSP Form-1 and return it to
             D          by the end of open season.  You need to complete a TSP-
     50 and submit it to the Thrift Board to allocate your contributions among
     the five available funds.

     Where to get more information about the TSP:  The attached booklet,
     "Summary of the Thrift Savings Plan for Federal Employees,"
     describes the TSP in detail.  Please read it before making a TSP
     election.  You may access the TSP website at www.tsp.gov for more
     information.

     Also attached is the flyer "Open Season Update".  This flyer
     contains basic information about this TSP open season.

     If you have questions about the TSP, contact          E          .
```

DATA ELEMENTS:

A. Employee Name - Last, Gen, First, MI

B. Organization: Assigned

D. Office Mail Code - Data value found in Personnel Control Table

E. Office Contact - Data value found in Personnel Control Table

F. If the user designated a Facility Code, the Facility Name will be derived from the Facility Table.

SELECTION CRITERIA:

Include all employees with the following criteria:

-   User selected CSRS Notice

-   Installation code equal user designated center code

-   Facility Code equals user designated Facility Code, if entered

-   Suspended Nature of Action Code equals 943 with Source Code equal 'P'

-   Retirement Plan not equal K, M, or N.

REPORT 151   **APPROVED ACTION NOT REQUIRING AN SF 50**   **PERSONNEL**
(REALIGNMENT)

PURPOSE: To notify individuals of personnel actions in lieu of an SF 50.

CONTENTS: All personnel affected by NOAC 790--changes to Organization Assigned; Organization Assigned and Duty Station; Organization Assigned and Agency Code.

SEQUENCE: Selective By Organization: Assigned, Employee Name or SSN or Employee Name

```
                        SUBJECT TO PRIVACY ACT OF 1974
                     NATIONAL AERONAUTICS & SPACE ADMINISTRATION
                              INSTALLATION NAME
                                     N


                                  REALIGNMENT

        NAME: A                                      SSN: B
        ORGANIZATION: D                              DOB: C

        EFFECTIVE DATE: H

        NATURE OF ACTION CODE: E
        NATURE OF ACTION: F
        AUTHORITY CODE AND AUTHORITY: G
                                      O

        FROM  (DIR, DIV, BR, SEC)

        TITLE

        TO (DIR, DIV, BR, SEC)

        TITLE




         FROM:  DUTY STATION CODE, DUTY STATION:  P
                                                  Q




         TO:    DUTY STATION CODE, DUTY STATION:  R
                                                  S




        TYPE OF APPOINTMENT, POSITION, GRADE AND BASIC PAY REMAIN UNCHANGED


         NAME OF APPROVING OFFICIAL: K
         TITLE OF APPROVING OFFICIAL: L
         APPROVAL DATE: M
         AGENCY CODE: I
         PERSONNEL OFFICE ID (POI): J

                        SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:
A. Employee Name (Last, Gen, First, MI)
B. SSN
C. Date Of Birth
D. Organization: Assigned
E. Nature of Action: Code
F. Personnel Action title
G. Authority Code 1 and Authority Description
H. Effective date
I. Agency Code: Employing or New Agency Code: Employing
J. Personnel Office ID - Data value is found in Personnel Control Table
K. Name (Approving Official)
L. Title (Approving Official)
M. Date (Approving)

N. If a Facility Code is designated, Facility Name will be derived from the Facility table
O. Authority Code 2 and Authority Description
P. Old Duty Station Code
Q. Old Duty Station Name
R. New Duty Station Code
S. New Duty Station Name

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered

REPORT 151   **APPROVED ACTION NOT REQUIRING AN SF 50**   **PERSONNEL**
(CHANGE IN ORGANIZATION NAME)

PURPOSE: To notify individuals of personnel actions in lieu of an SF 50.
CONTENTS: All personnel affected by NOAC 925.
SEQUENCE: Selective By Organization: Assigned, Employee Name or SSN or Employee Name

```
                          SUBJECT TO PRIVACY ACT OF 1974
                     NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                                  INSTALLATION NAME
                                        N

                              CHANGE IN ORGANIZATION NAME

        NAME: A                                          SSN: B
        ORGANIZATION: D                                  DOB: C

        EFFECTIVE DATE: H

        NATURE OF ACTION CODE:    E
        NATURE OF ACTION: F
        AUTHORITY CODE AND AUTHORITY: G
                                      O

        FROM  (DIR, DIV, BR, SEC)

        TITLE

        TO (DIR, DIV, BR, SEC)

        TITLE


        TYPE OF APPOINTMENT, POSITION, GRADE AND SALARY REMAIN UNCHANGED


        NAME OF APPROVING OFFICIAL: K
        TITLE OF APPROVING OFFICIAL: L
        APPROVAL DATE: M
        AGENCY CODE: I
        PERSONNEL OFFICE ID (POI): J












                          SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:
A. Employee Name (Last, Gen, First, MI)
B. SSN
C. Date Of Birth
D. Organization: Assigned
E. Nature of Action: Code
F. Personnel Action title
G. Authority Code 1 and Authority Description
H. Effective date
I. Agency Code: Employing
J. Personnel Office ID - Data value found in Personnel Control Table
K. Name (Approving Official)
L. Title (Approving Official)
M. Date (Approving)

N. If a Facility Code is designated, the Facility Name will be derived from the Facility table
O. Authority Code 2 and Authority Description

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered

REPORT 151   **APPROVED ACTION NOT REQUIRING AN SF 50**   **PERSONNEL**
                                   (FURLOUGH)

PURPOSE: To notify individuals of personnel actions in lieu of an SF 50.
CONTENTS: All personnel affected by NOAC 471.
SEQUENCE: Selective By Organization: Assigned, Employee Name or SSN or Employee Name

```
SUBJECT TO PRIVACY ACT OF 1974
                          NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                                        INSTALLATION NAME
                                               Q

                                            FURLOUGH

          NAME: A                                              SSN: B
          ORGANIZATION: D                                      DOB: C

          EFFECTIVE DATE: H

          NATURE OF ACTION CODE:     E
          NATURE OF ACTION: F
          AUTHORITY CODE AND AUTHORITY: G
                                        R

          TYPE OF APPOINTMENT, POSITION, GRADE AND SALARY REMAIN UNCHANGED

           REMARKS:

           REASON FOR FURLOUGH:  I

           TO BE FURLOUGHED ON   J FOR TOTAL OF   K   HOURS

           NAME OF APPROVING OFFICIAL: N
           TITLE OF APPROVING OFFICIAL: O
           APPROVAL DATE: P
           AGENCY CODE: L
           PERSONNEL OFFICE ID (POI): M






                                      SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:
A. Employee Name (Last, Gen, First, MI)
B. SSN
C. Date Of Birth
D. Organization: Assigned
E. Nature of Action: Code
F. Personnel Action title
G. Authority Code 1 and Authority Description
H. Effective date
I. SF 50 Remark Variables M72
J. SF 50 Remark Variables M73
K. SF 50 Remark Variables M73
L. Agency Code: Employing
M. Personnel Office ID - Data value found in Personnel Control Table
N. Name (Approving Official)
O. Title (Approving Official)

P. Date (Approving)
Q. If a Facility Code is designated, the Facility Name will be derived from the Facility Table
R. Authority Code 2 and Authority Description

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered

REPORT 151 APPROVED ACTION NOT REQUIRING AN SF 50 PERSONNEL
(FURLOUGH NTE)

PURPOSE: To notify individuals of personnel actions in lieu of an SF 50.

CONTENTS: All personnel affected by NOAC 472.

SEQUENCE: Selective By Organization: Assigned, Employee Name or SSN or Employee Name

```
SUBJECT TO PRIVACY ACT OF 1974
                        NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                                        INSTALLATION NAME
                                               Q


                                          FURLOUGH NTE

          NAME: A                                           SSN: B
          ORGANIZATION: D                                   DOB: C

          EFFECTIVE DATE: H

          NATURE OF ACTION CODE:     E
          NATURE OF ACTION: F
          AUTHORITY CODE AND AUTHORITY: G
                                        R

          TYPE OF APPOINTMENT, POSITION, GRADE AND SALARY REMAIN UNCHANGED

          REMARKS:

          REASON FOR FURLOUGH:  I




          NAME OF APPROVING OFFICIAL: N
          TITLE OF APPROVING OFFICIAL: O
          APPROVAL DATE: P
          AGENCY CODE: L
          PERSONNEL OFFICE ID (POI): M










                                  SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:
A. Employee Name (Last, Gen, First, MI)
B. SSN
C. Date Of Birth
D. Organization: Assigned
E. Nature of Action: Code
F. Personnel Action title
G. Authority Code 1 and Authority Description
H. Effective date
I. SF 50 Remark Variables M72
L. Agency Code: Employing
M. Personnel Office ID - Data value found in Personnel Control Table
N. Name (Approving Official)
O. Title (Approving Official)
P. Date (Approving)

Q. If a Facility Code is designated, the Facility Name will be derived from the Facility Table
R. Authority Code 2 and Authority Description

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered

REPORT 151   APPROVED ACTION NOT REQUIRING AN SF 50   PERSONNEL
(EXT FURLOUGH NTE)

PURPOSE: To notify individuals of personnel actions in lieu of an SF 50.
CONTENTS: All personnel affected by NOAC 772.
SEQUENCE: Selective By Organization: Assigned, Employee Name or SSN or Employee
              Name

```
SUBJECT TO PRIVACY ACT OF 1974
                       NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                                    INSTALLATION NAME
                                           Q

                                 EXT   FURLOUGH   NTE

           NAME: A                                         SSN: B
           ORGANIZATION: D                                 DOB: C

           EFFECTIVE DATE: H

           NATURE OF ACTION CODE:     E
           NATURE OF ACTION: F
           AUTHORITY CODE AND AUTHORITY: G
                                         R

           TYPE OF APPOINTMENT, POSITION, GRADE AND SALARY REMAIN UNCHANGED




            NAME OF APPROVING OFFICIAL: N
            TITLE OF APPROVING OFFICIAL: O
            APPROVAL DATE: P
            AGENCY CODE: L
            PERSONNEL OFFICE ID (POI): M












                                 SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:
A. Employee Name (Last, Gen, First, MI)
B. SSN
C. Date Of Birth
D. Organization: Assigned
E. Nature of Action: Code
F. Personnel Action title
G. Authority Code 1 and Authority Description
H. Effective date
L. Agency Code: Employing
M. Personnel Office ID - Data value found in
   Personnel Control Table
N. Name (Approving Official)
O. Title (Approving Official)
P. Date (Approving)

Q. If a Facility Code is designated, the
   Facility Name will be derived from the
   Facility Table
R. Authority Code 2 and Authority Description

SELECTION CRITERIA:
Includes all employees with the following
criteria:
-   Installation code equal user designated
    center code
-   Nature of Action code equal user
    designated Nature of Action code
-   SF 50: Required equals 'N'
-   Facility Code equals user designated
    facility code if entered

REPORT 151   APPROVED ACTION NOT REQUIRING AN SF 50   PERSONNEL
(RETURN TO DUTY)

PURPOSE: To notify individuals of personnel actions in lieu of an SF 50.
CONTENTS: All personnel affected by NOAC 292.
SEQUENCE: Selective By Organization: Assigned, Employee Name or SSN or Employee
Name

```
SUBJECT TO PRIVACY ACT OF 1974
                            NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                                           INSTALLATION NAME
                                                  Q

                                            RETURN TO DUTY

        NAME: A                                                  SSN: B
        ORGANIZATION: D                                          DOB: C

        EFFECTIVE DATE: H

        NATURE OF ACTION CODE:      E
        NATURE OF ACTION: F
        AUTHORITY CODE AND AUTHORITY: G
                                      R

        TYPE OF APPOINTMENT, POSITION, GRADE AND SALARY REMAIN UNCHANGED




         NAME OF APPROVING OFFICIAL: N
         TITLE OF APPROVING OFFICIAL: O
         APPROVAL DATE: P
         AGENCY CODE: L
         PERSONNEL OFFICE ID (POI): M







                                     SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:

A. Employee Name (Last, Gen, First, MI)
B. SSN
C. Date Of Birth
D. Organization: Assigned
E. Nature of Action: Code
F. Personnel Action title
G. Authority Code 1 and Authority Description
H. Effective date
L. Agency Code: Employing
M. Personnel Office ID - Data value found in Personnel Control Table
N. Name (Approving Official)
O. Title (Approving Official)
P. Date (Approving)

Q. If a Facility Code is designated, the Facility Name will be derived from the Facility Table
R. Authority Code 2 and Authority Description

SELECTION CRITERIA:

Includes all employees with the following criteria:

- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered

REPORT 151   APPROVED ACTION NOT REQUIRING AN SF 50   PERSONNEL
(ANNUAL COMPARABILITY INCREASE)

PURPOSE: To notify individuals of personnel actions in lieu of an SF 50.

CONTENTS: All personnel affected by NOAC 894.

SEQUENCE: Selective By Organization: Assigned, Employee Name or SSN or Employee
                Name

```
SUBJECT TO PRIVACY ACT OF 1974
                          NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                                        INSTALLATION NAME
                                               N

                                  ANNUAL COMPARABILITY INCREASE
            NAME: A                                              SSN: B
            ORGANIZATION: D                                      DOB: C

            EFFECTIVE DATE: H

            NATURE OF ACTION CODE: E
            NATURE OF ACTION: F
            AUTHORITY CODE AND AUTHORITY:
            G
            O
                                    PAY PLAN        GRADE/STEP     TOTAL SALARY
                            FROM:
                            TO:

            EMPLOYEE FAILED TO QUALIFY FOR PAY ADJUSTMENT;        NOTE: PRINTED ONLY IF THE
            SALARY IS UNCHANGED.                                        EMPLOYEE'S ACTION CONTAINS
                                                                        SF 50 COMMENT CODE P64

            STEP 99 INDICATES SALARY RATE IS NOW BELOW THE STEP 1 RATE  NOTE: PRINTED ONLY IF THE
                                                                        EMPLOYEE'S ACTION CONTAINS
                                                                        SF 50 COMMENT CODE P67

            SALARY INCLUDES RETENTION ALLOWANCE OF $              NOTE: PRINTED ONLY IF THE
                                                                        EMPLOYEE'S ACTION CONTAINS
                                                                        SF 50 COMMENT CODE P70

            SALARY INCLUDES SUPERVISORY DIFFERENTIAL OF $         NOTE: PRINTED ONLY IF THE
                                                                        EMPLOYEE'S ACTION CONTAINS
                                                                        SF 50 COMMENT CODE P72

            SALARY INCLUDES PAY ADJUSTMENT OF $                   NOTE: PRINTED ONLY IF THE
                                                                        EMPLOYEE'S PAY PLAN EQ GM

            SALARY INCLUDES AUO OF $                              NOTE: PRINTED ONLY IF THE
                                                                        EMPLOYEE'S ACTION CONTAINS
                                                                        SF 50 COMMENT CODE P81

            SALARY INCLUDES AVAILABILITY PAY OF $                 NOTE: PRINTED ONLY IF THE
                                                                        EMPLOYEE'S ACTION CONTAINS
                                                                        SF 50 COMMENT CODE P99

             NAME OF APPROVING OFFICIAL: K
             TITLE OF APPROVING OFFICIAL: L
             APPROVAL DATE: M
             AGENCY CODE:I
             PERSONNEL OFFICE ID (POI): J
                                    SUBJECT TO PRIVACY ACT OF 1974
```

REPORT 151   APPROVED ACTION NOT REQUIRING An SF 50
                  (ANNUAL COMPARABILITY INCREASE)   (cont'd)

DATA ELEMENTS:

A. Employee Name (Last, Gen, First, MI)
B. SSN
C. Date Of Birth
D. Organization: Assigned
E. Nature of Action: Code
F. Personnel Action title
G. Authority Code 1 and Authority Description
H. Effective date
I. Agency Code: Employing
J. Personnel Office ID - Data value is found in Personnel Control Table
K. Name (Approving Official)
L. Title (Approving Official)
M. Date (Approving)
N. If a Facility Code is designated, Facility Name will be derived from the Facility table
O. Authority Code 2 and Authority Description

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Installation code equal user designated center code
- Nature of Action code equal user designated Nature of Action code
- SF 50: Required equals 'N'
- Facility Code equals user designated facility code if entered

REPORT 151   **APPROVED ACTION NOT REQUIRING AN SF 50**   **PERSONNEL**
                   (CHANGE IN DUTY STATION)

PURPOSE: To notify individuals of personnel actions in lieu of an SF 50.

CONTENTS: All personnel affected by NOAC 792--changes in Duty Station.

SEQUENCE: Selective By Organization: Assigned, Employee Name or SSN or Employee
                Name

```
SUBJECT TO PRIVACY ACT OF 1974
                        NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                                      INSTALLATION NAME
                                             N
                                    CHANGE IN DUTY STATION

        NAME: A                                                 SSN: B
        ORGANIZATION: D                                         DOB: C

        EFFECTIVE DATE: H

        NATURE OF ACTION CODE: E
        NATURE OF ACTION: F
        AUTHORITY CODE AND AUTHORITY: G
                              O

        FROM: DUTY STATION CODE, DUTY STATION: P
                              Q

        TO:   DUTY STATION CODE, DUTY STATION: R
                              S

                PAY     GRADE/                LOCAL    ADJUSTED    OTHER     TOTAL
                PLAN    STEP     BASIC PAY    ADJUST   BASIC PAY   PAY       SALARY

        FROM:   GS      04/01    16,393.00      656    17,049.00   8032    25,081.00
        TO:     GS      04/01    16,393.00     1311    17,704.00   8196    25,900.00

         SALARY INCLUDES RETENTION ALLOWANCE OF $           NOTE: PRINTED ONLY IF THE
                                                                  EMPLOYEE'S ACTION CONTAINS
                                                                  SF 50 COMMENT CODE P70

         SALARY INCLUDES SUPERVISORY DIFFERENTIAL OF $       NOTE: PRINTED ONLY IF THE
                                                                  EMPLOYEE'S ACTION CONTAINS
                                                                  SF 50 COMMENT CODE P72

         SALARY INCLUDES AUO OF $                            NOTE: PRINTED ONLY IF THE
                                                                  EMPLOYEE'S ACTION CONTAINS
                                                                  SF 50 COMMENT CODE P81

         SALARY INCLUDES SPECIAL PAY ADJUSTMENT FOR          NOTE: PRINTED ONLY IF THE
         LAW ENFORCEMENT OFFICERS OF $                            EMPLOYEE'S ACTION CONTAINS
                                                                  SF 50 COMMENT CODE P85

         SALARY INCLUDES AVAILABILITY PAY OF $               NOTE: PRINTED ONLY IF THE
                                                                  EMPLOYEE'S ACTION CONTAINS
                                                                  SF 50 COMMENT CODE P99

        NAME OF APPROVING OFFICIAL: K
        TITLE OF APPROVING OFFICIAL: L
        APPROVAL DATE: M
        AGENCY CODE:I
        PERSONNEL OFFICE ID (POI): J
                                    SUBJECT TO PRIVACY ACT OF 1974
```

REPORT 151   APPROVED ACTION NOT REQUIRING An SF 50
                  (CHANGE IN DUTY STATION) (cont'd)

DATA ELEMENTS:

A. Employee Name (Last, Gen, First, MI)
B. SSN
C. Date Of Birth
D. Organization: Assigned
E. Nature of Action: Code
F. Personnel Action title
G. Authority Code 1 and Authority Description
H. Effective date
I. Agency Code: Employing
J. Personnel Office ID - Data value is found in Personnel Control Table
K. Name (Approving Official)
L. Title (Approving Official)
M. Date (Approving)
N. If a Facility Code is designated, Facility Name will be derived from the Facility table
O. Authority Code 2 and Authority Description
P. Old Duty Station Code
Q. Old Duty Station Name
R. New Duty Station Code
S. New Duty Station Name

SELECTION CRITERIA:

Includes all employees with the following criteria:

-   Installation code equal user designated center code
-   Nature of Action code equal user designated Nature of Action code
-   SF 50: Required equals 'N'
-   Facility Code equals user designated facility code if entered

REPORT 151   **APPROVED ACTION NOT REQUIRING AN SF 50**   **PERSONNEL**
                 (LOCALITY PAYMENT)

PURPOSE: To notify individuals of personnel actions in lieu of an SF 50.
CONTENTS: All personnel affected by NOAC 895.
SEQUENCE: Selective By Organization: Assigned, Employee Name or SSN or Employee
                Name

```
                              SUBJECT TO PRIVACY ACT OF 1974
                       NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                                    INSTALLATION NAME
                                           N

                                    LOCALITY PAYMENT
        NAME: A                                         SSN: B
        ORGANIZATION: D                                 DOB: C

        EFFECTIVE DATE: H

        NATURE OF ACTION CODE: E
        NATURE OF ACTION: F
        AUTHORITY CODE AND AUTHORITY:
        G
        O
                PAY      GRADE/              LOCAL      ADJUSTED    OTHER    TOTAL
                PLAN     STEP    BASIC PAY   ADJUST     BASIC PAY   PAY      SALARY    PRD

        FROM:   GS       04/01   16,393.00     656      17,049.00  8032     25,081.00  P
        TO:     GS       04/01   16,393.00    1311      17,704.00  8196     25,900.00  P

          SALARY INCLUDES RETENTION ALLOWANCE OF $              NOTE: PRINTED ONLY IF THE
                                                               EMPLOYEE'S ACTION CONTAINS
                                                               SF 50 COMMENT CODE P70


          SALARY INCLUDES SUPERVISORY DIFFERENTIAL OF $         NOTE: PRINTED ONLY IF THE
                                                               EMPLOYEE'S ACTION CONTAINS
                                                               SF 50 COMMENT CODE P72


          SALARY INCLUDES AUO OF $                              NOTE: PRINTED ONLY IF THE
                                                               EMPLOYEE'S ACTION CONTAINS
                                                               SF 50 COMMENT CODE P81


          SALARY INCLUDES SPECIAL PAY ADJUSTMENT FOR            NOTE: PRINTED ONLY IF THE
          LAW ENFORCEMENT OFFICERS OF $                         EMPLOYEE'S ACTION CONTAINS
                                                               SF 50 COMMENT CODE P85


          SALARY INCLUDES A LOCALITY-BASED COMPARABILITY PAYMENT OF _____%   NOTE: PRINTED ONLY IF THE
                                                               EMPLOYEE'S ACTION CONTAINS
                                                               SF 50 COMMENT CODE P92


          SPECIAL SALARY RATE EXCEEDS THE LOCALITY RATE OF PAY, SO EMPLOYEE RECEIVES   NOTE: PRINTED ONLY IF THE
          NO LOCALITY PAYMENT                                   EMPLOYEE'S ACTION CONTAINS
                                                               SF 50 COMMENT CODE P93


          SPECIAL ADJUSTED RATE FOR LAW ENFORCEMENT OFFICERS EXCEEDS LOCALITY RATE OF   NOTE: PRINTED ONLY IF THE
          PAY, SO EMPLOYEE RECEIVES NO LOCALITY PAYMENT         EMPLOYEE'S ACTION CONTAINS
                                                               SF 50 COMMENT CODE P95


        IGA CONTINUED RATE OF PAY CONTINUES UNTIL ONE OF THE TERMINATING CONDITIONS     NOTE: PRINTED ONLY IF THE
        OF 5 CFR 531.703(g) IS SATIFIED—i.e., THE EMPLOYEE'S DUTY STATION IS NO LONGER IN   EMPLOYEE'S ACTION CONTAINS
        AN INTERIM GEOGRAPHIC ADJUSTMENT AREA; THE EMPLOYEE IS NO LONGER IN A POSITION   SF 50 COMMENT CODE P96
        COVERED BY A NATIONWIDE OR WORLDWIDE SPECIAL SALARY RATE; THE EMPLOYEE IS ENTITLED
        TO A HIGHTER RATE OF PAY UNDER ANOTHER AUTHORITY; OR THE EMPLOYEE IS REDUCED IN GRADE.

          SALARY INCLUDES AVAILABILITY PAY OF $                 NOTE: PRINTED ONLY IF THE
                                                               EMPLOYEE'S ACTION CONTAINS
                                                               SF 50 COMMENT CODE P99

           NAME OF APPROVING OFFICIAL: K
           TITLE OF APPROVING OFFICIAL: L
           APPROVAL DATE: M
           AGENCY CODE:I
           PERSONNEL OFFICE ID (POI): J
                              SUBJECT TO PRIVACY ACT OF 1974
```

REPORT 151   APPROVED ACTION NOT REQUIRING An SF 50
               (LOCALITY PAYMENT) (cont'd)

DATA ELEMENTS:

A. Employee Name (Last, Gen, First, MI)

B. SSN

C. Date Of Birth

D. Organization: Assigned

E. Nature of Action: Code

F. Personnel Action title

G. Authority Code 1 and Authority Description

H. Effective date

I. Agency Code: Employing

J. Personnel Office ID - Data value is found in Personnel Control Table

K. Name (Approving Official)

L. Title (Approving Official)

M. Date (Approving)

N. Facility Name - derived from the Facility table based on the value of Facility Code

O. Authority Code 2 and Authority Description

P. Pay Rate Determinant

SELECTION CRITERIA:

Includes all employees with the following criteria:

-   Installation code equal user designated center code

-   Nature of Action code equal user designated Nature of Action code

-   SF 50: Required equals 'N'

-   Facility Code equals user designated facility code if entered

REPORT 356 **LWOP REPORT**   **PERSONNEL**

PURPOSE: To review LWOP.

CONTENTS: All employees who would receive a WIG by a specified date who have
                LWOP.

SEQUENCE: Selective By Organization: Assigned or SSN or Employee Name

```
SUBJECT TO PRIVACY ACT OF 1974
    REPORT NO:  356                        NASA PERSONNEL AND PAYROLL SYSTEM                      PAGE:
    SEQUENCED BY:                              INSTALLATION NAME                                  DATE:
                                                  LWOP REPORT                                    TIME:
                                                 AS OF MM/DD/YY

                                  ------CURRENT-----NEW
                                  WIG END NEXT WIG   NEXT WIG  WIG    MAX     EXCESS   LAST EQ. SUSPENDED
          SSN/FACIL ORG  EMPLOYEE NAME  GRD STP DATE    DATE      DATE      LWOP   ALLOW   LWOP     INC DATE NOAC EFDATE
          A    A    B    C              D   E   J       F         F         G      K       H        I        L    M
```

```
                                            SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:

A. SSN/Facility Code

B. Organization: Assigned

C. Employee Name (Last, First, MI, Gen)

D. Grade: Current

E. Step

F. WIG Date: Next

G. LWOP: WIG Hours

H. G - K

I. Last Equiv Incr Date

J. WIG Date: End

K. Suspense Allow LWOP

L. Suspense NOAC

M. Suspense EFDATE

SELECTION CRITERIA:

Includes all employees with the following criteria:

-   Installation code equal user designated center code

-   Suspense source equal 'P'

-   Suspense Nature of Action Code equal '891' or '893' and Suspense Effective Date greater than user designated date or Suspense NOAC equal '991'

-   Suspense WIG-LWOP equal '0'

-   Suspense Mature Status Code equal null

REPORT 351   PERSONNEL REGISTER   PERSONNEL

PURPOSE: To provide information to organizations management.

CONTENTS: All active employees

SEQUENCE: By Organization: Assigned, Administrative Level, Grade, Step, Name
                Count by Organization: Assigned and Center Code
                Page break by Organization: Assigned and Center Code
                Physical page break by Organization: Assigned (Division)

```
SUBJECT TO PRIVACY ACT OF 1974
REPORT NO 351                           NASA PERSONNEL AND PAYROLL SYSTEM                     PAGE:
SEQUENCED BY:                                 INSTALLATION NAME                               DATE:
                                                    j                                        TIME:
                                             PERSONNEL REGISTER
                                               AS OF MM/DD/YY

A       B
f
SSN/FACIL   NAME                         OPM TITLE                       DEG-BA-YR   DEG-HIG-FLD(BA TITLE)
OCC-CDE  PDN   FLSA P-OC  NCC-SUPV HIGRD  NASA TITLE                     DEG-HI-YR  DEG-HIG-FLD(TITLE)   DEG-H-L
CLASS          DTY-ST P-TY TDP/GRP TEN   COMP-LVL  VET-PF  ADM-LV  FOC  PAY-PL  PAY-TB  GRD-STP ADJ-BASIC-SAL FIN-ST UN-B-U
BIRTH    FSCD     EOD        LAST-PRO    WIG-DUE-DTE    SENSITIVITY            DETAIL-END-DTE

123456789 M SMITH, MARY M. SR.            PROGRAM ANALYST                      70 BUSINESS MANAGEMENT
0510      871098 E   1    602-01-M 12    AST, TECHNICAL MANAGEMENT            72 BUSINESS ADMINISTRATION     M
PERM             D   6  5/        1    001     1      1     00   GS    001   12/10  $35,539.00       0   0160
12/20/47 07/27/80   07/27/80    08/19/84 08/13/89                  n                      o


C       C D                              E                                   d           e
F       G     5   I    J    -K L         M                                   N        0     P
Q             R   H   S/T      U    V    W      XXXXX  YY   ZZ    111  22/33 $444,444.44        6   7777
88/88/88 99/99/99  a        b         c                        n                      o
C       C D                              E                                   d           e
F       G     5   I    J    -K L         M                                   N        0     P
Q             R   H   S/T      U    V    W      XXXXX  YY   ZZ    111  22/33 $444,444.44        6   7777
88/88/88 99/99/99  a        b         c                        n                      o




                                     PERSONNEL REGISTER SUMMARY


A       B

k       DIRECTORATE TOTAL COMPLEMENT =    iii
        ggg PERMANENT      ggg PERMANENT-PART TIME  ggg NON-PERMANENT    ggg PERM STUDENT    ggg EXP/CONS
        ggg NON-DUTY PERM  ggg NON-DUTY PERM P/T    ggg NON-DUTY NON-PERM ggg NON-DUTY PERM  ggg OTHER
                                                                          STUDENT

        hhh DETAILED OUT

l       DIVISION TOTAL COMPLEMENT =    iii
        ggg PERMANENT      ggg PERMANENT-PART TIME  ggg NON-PERMANENT    ggg PERM STUDENT    ggg EXP/CONS
        ggg NON-DUTY PERM  ggg NON-DUTY PERM P/T    ggg NON-DUTY NON-PERM ggg NON-DUTY PERM  ggg OTHER
                                                                          STUDENT

        hhh DETAILED OUT

m       BRANCH TOTAL COMPLEMENT =    iii
        ggg PERMANENT      ggg PERMANENT-PART TIME  ggg NON-PERMANENT    ggg PERM STUDENT    ggg EXP/CONS
        ggg NON-DUTY PERM  ggg NON-DUTY PERM P/T    ggg NON-DUTY NON-PERM ggg NON-DUTY PERM  ggg OTHER
                                                                          STUDENT

        hhh DETAILED OUT


GRAND TOTAL COMPLEMENT =    iii
        ggg PERMANENT      ggg PERMANENT-PART TIME  ggg NON-PERMANENT    ggg PERM STUDENT    ggg EXP/CONS
        ggg NON-DUTY PERM  ggg NON-DUTY PERM P/T    ggg NON-DUTY NON-PERM ggg NON-DUTY PERM  ggg OTHER
                                                                          STUDENT

        hhh DETAILED OUT
                                 SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:

A. Organization: Assigned	E. Title: OPM	K. Supervisory Code
B. Organization Title	F. Occupational Code	L. Grade: Highest
C. SSN/Facility Code	G. Position: Description Number	M. Title: NASA
D. Employee Name (Last, First, MI, Gen)	H. Position: Type	N. Degree: Highest Year
	I. Position: Occupied	O. Degree: Highest Field (Title)
	J. NASA Classification Code	P. Degree: Highest Level

Q. Class of Employee:

	Duty Status	Position Type	Pay Plan	Employee Indicator	Class
If	-	-	EH, EF, ED, EE	-	Exp/Cons
Else If	D	6,7	-	-	Perm
Else If	not = D	6,7	-	-	Non-Duty Perm
Else If	D	8	-	-	Perm Pt
Else If	not = D	8	-	-	Non-Duty Perm Pt
Else If	D or Y	0,1	-	-	Perm Student
Else If	not = D or Y	0,1	-	-	Non-Duty Perm Student
Else If	D or Y	2, 3, 4, 5	-	-	Non-Perm
Else If	not = D or Y	2, 3, 4, 5	-	-	Non-Duty Non-Perm
Else	-	-	-	-	Other

R. Duty Status
S. Random Testing Designator
T. Random Testing Designator Group
U. Tenure Code
V. Competitive Level
W. Veteran Preference
X. Administrative Level
Y. Functional Classification
Z. Pay Plan
1. Pay Table
2. Grade: Current
3. Step
4. Empl Adjstd Basic Pay Amt
5. FLSA Pay Status
6. Financial Statement Code
7. Union: Bargaining Unit Status
8. Date of Birth
9. SCD: Leave
a. Installation EOD Date
b. Promotion: Date of Latest
c. WIG Date: Next
d. Degree: Bachelor Year
e. If Degree: Highest Level = 'B'
    Description of Degree: Highest Field
    Else
    If Degree: Second Level = 'B',
    Description of Degree: Second Field
    Else
    If Degree: Third Level = 'B', Description of Degree: Third Field
    Else
    If Degree: Fourth Level = 'B', Description of Degree: Fourth Field
    Else Blank.
f. Organization: Located
g. Counts of each Class of Employee (see Q)
h. Counts of Detailed out:
    If Detail: Ending Date > 0 and

    Detail: Organization Assigned not = Blank and not the same as Organization Assigned
i. Total counts of Organization: Assigned and Center Code
j. If a Facility Code is designated, the Facility Name will be derived from the Facility Table
k. Organization: Assigned (Directorate)
l. Organization: Assigned (Division)
m. Organization: Assigned (Branch)
n. Position Criticality (Text from Local Table TPOSCRIT)
o. Detail: Ending Date

SELECTION CRITERIA

Includes all records with the following criteria:

- Installation code equals user designated center code

- Duty Status not equal 'Z'

- Facility Code equals user designated facility code if entered

REPORT 252   **RETENTION REGISTER**   **PERSONNEL**

PURPOSE: To provide a regulatory correct retention register to be used by HRO in the event of a Reduction-In-Force for the following: (1) Employee Review, (2) Union Review, (3) OPM Review, and (4) Making RIF actions determinations.

CONTENTS: Based upon one of the following user selections:
1. All employees with a Duty Status not equal to 'M' or 'Z'.
2. All employees with a user specified NASA Classification Code and a Duty Status not equal to 'M' or 'Z'.
3. All employees with a user specified Organization: Assigned and a Duty Status not equal to 'M' or 'Z'.
4. All employees with a user specified Occupational Code and a Duty Status not equal to 'M' or 'Z'.
5. All employees with a user specified Competitive Area and Duty Status not equal to 'M' or 'Z'.

SEQUENCE: By Competitive Area, Position: Occupied, Pay Plan, Grade: Current, Supervisory Group Code, NASA Classification Code, Competitive Level, Work Schedule Code, Tenure Code, Veteran Preference Subgroup, Adjusted FSCD or Competitive Area, Position: Occupied, Work Schedule Code, Grade: Current, Competitive Level, Tenure Code, Veteran Preference Subgroup, Adjusted FSCD, Name
Page break by Competitive Area, Position: Occupied, Pay Plan, Grade: Current, Supervisory Group Code, NASA Classification Code, Competitive Level, Work Schedule Code or Competitive Area, Position: Occupied, Work Schedule Code, Grade: Current, Competitive Level

```
REPORT NO:  252                          SUBJECT TO PRIVACY ACT OF 1974                    PAGE:
  SEQUENCED BY:                           NASA PERSONNEL AND PAYROLL SYSTEM                 DATE:
                                       INSTALLATION NAME 1/ INSTALLATION NAME 2            TIME:
                                                         c

                                             RETENTION REGISTER - A
                                          RIF CUTOFF DATE:  MM/DD/YY
                                         RIF EFFECTIVE DATE:  MM/DD/YY
                                    CCCCC-DD
   EEEEEEEE              BBBBBBBBBBBBBBBBBBBBBBBBB        FFF-FF          COMP LEVEL: HHHH          WRK SCH:  b
------------------------------------------------------------------------------------------------------------------
                                                                                                        TENURE
--TENURE--   VET  VET  NAME                                        PDN    PERFORMANCE      FSCD     ORG   COMP
GRP SUBGRP  PREF RIF  OPM/NASA TITLE                              SERIES  RATING/EFDATE  ADJ FSCD   ASG   DATE
JJJ  KK      L    M   NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN PPPPPP  Q  RR/RR/RR    WW/WW/WW  aaaaa ZZ/ZZ/ZZ
                     OOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO GGGGG  S  TT/TT/TT   YY/YY/YY
                                                                          U  VV/VV/VV
                                                                          d  ee/ee/ee

I    A       2    Y   HOLT, KIMBERLY                               ST0012  3  10/01/92    10/01/92  AH111 10/01/92
                     CHIEF SCIENTIST                              1301    4  10/01/93    10/01/93
                                                                          3  ASSUMED
                                                                          3  ASSUMED
```

REPORT 252   RETENTION REGISTER (cont'd)

DATA ELEMENTS:

A. Competitive Area description found in table TCMPAREA

B. Position Occupied

C. Pay Plan, except for GS and GM which are combined as GS/GM

D. Grade: Current

E. Supervisory Group Code Description

Supv Code	Group	Description
2	1	SUPV
4, 5, 6, 8, 7	2	NON-SUPV

F. NASA Classification Code

G. Occupational Code

H. Competitive Level

J. Tenure Code Group
If Tenure Code = 0, GRP = 0
If Tenure Code = 1, GRP = I
If Tenure Code = 2, GRP = II
If Tenure Code = 3, GRP = III
If Tenure Code = 2 and Tenure:Ending Date is less than or equal to the RIF Effective Date, the Tenure Code will be set to 1.

K. If Veteran Preference = 6 and Veteran Preference RIF = Y:
Veteran Preference Subgroup = AD

If Veteran Preference Not = 6 and Veteran Preference RIF = Y:
Veteran Preference Subgroup = A

If Veteran Preference RIF = N:
Veteran Preference Subgroup = B

L. Veteran Preference

M. Veteran Preference RIF

N. Employee Name (Last, First, MI, Gen)

O. If Title: OPM is blank
Title: NASA
else Title: OPM

P. Position: Description Number

Q. Performance Rating: Current

R. Empl Crnt Rtg Efctv Date*

S. Performance Rating: Prior 1

T. Empl Prior1 Rtng Efctv Date*

U. Performance Rating: Prior 2

V. Empl Prior2 Rtng Efctv Date*

W. SCD:RIF if present, else SCD:Leave

X. If FSCD: RIF not = 0

Adjusted FSCD = SCD: RIF - SCAVG

else Adjusted FSCD = SCD: Leave - SCAVG

SCAVG = Average of Service Credit Years = SC1 + SC2 + SC3 / 3.

Establish 3 Service Credits (SCs) based on the most current ratings.

Select (up to 3 ratings) based on the following:

- Performance Rating: (Cur, Prior1, Prior2, Prior3) = 1, 2, 3, 4, or 5,
  and
  Performance Rating Effective Date (Cur, Prior1, Prior2, Prior3) is not blank or 00/00/00
  and
  Performance Rating Effective Date is equal to or less than RIF Cutoff Date

- If Performance Rating = 0, do not select

For example: RIF Cutoff Date = 7/01/93 minus 4 = 7/01/89
    Cur   = 5 and 8/01/93
    Prior1 = 4 and 8/01/92
    Prior2 = 4 and 8/01/91
    Prior3 = 0 and no date

Only Prior1 and Prior2 are selected

REPORT 252   RETENTION REGISTER (cont'd)

If less than three performance ratings selected, assume a Performance Rating equal 3/SC12 to compute SCAVG for each rating needed to credit the employee with the three performance ratings.

Perform the following computations to establish the 3 SCs (SCAVG):

If Performance Rating = 1 or 2   SC = 0
    Performance Rating = 3   SC = 12
    Performance Rating = 4   SC = 16
    Performance Rating = 5   SC = 20

Example: RATING   SC

PRIOR1   4   16

PRIOR2   4   16

PRIOR3   3   12
                         44

44/3 = 15

Z. Tenure: Ending Date (Tenure Code = 2 employees only)

a. Organization: Assigned

b. Work Schedule Code

c. If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Code Table

d. Performance Rating: Prior 3

e. Empl Prior3 Rtng Efctv Date*

***Note:** The word assumed will appear instead of the Effective Date if a Rating of 3 is assumed.

SELECTION CRITERIA

Includes all records with the following criteria:
-   Installation code equal to user designated center code(s)
-   Duty Status not equal 'Z' or 'M'
-   Facility Code equals user designated Facility Code if entered
-   Employee Indicator equals blank or (Employee Indicator not equal blank and Pay Plan not equal blank)
-   Agency Code equals user designated Agency Code if entered
-   RIF Cutoff Date (used in Performance Rating selection for computation of service credit used to adjust FSCD in % above). Input of valid date is mandatory.
-   Competitive Area equals user designated Competitive Area if entered.

REPORT 252A   LISTING OF TEMPORARY PROMOTIONS   PERSONNEL

PURPOSE: Lists all employees who are on temporary promotions.

CONTENTS: All active employees on a temporary promotion.

SEQUENCE: SSN or Employee Name

```
SUBJECT TO PRIVACY ACT OF 1974
  REPORT NO: 252A                              NASA PERSONNEL AND PAYROLL SYSTEM              PAGE:
  SEQUENCED BY:                          INSTALLATION NAME 1/INSTALLATION NAME 2             DATE:
                                             LISTING OF TEMPORARY PROMOTIONS                 TIME:
                                                RIF CUTOFF DATE: MM/DD/YY


   SSN: A                                               POSITION OCCUPIED: E
   NAME: D                                              COMPETITIVE LEVEL: C
   OCCUPATIONAL CODE: B                                 COMPETITIVE AREA: F

    TENURE    VETPREF    ADJ FSCD    PROMOTION    PAY PLAN    GRADE    SUPERVISORY    WORK SCHEDULE
                                     NTE DATE                             CODE            CODE

     G          H       II/II/II    JJ/JJ/JJ       KK         LL          M               N

   SSN: 100-00-0001                                     POSITION OCCUPIED: COMPETITIVE SERVICE
   NAME: HAYES, RUTHERFORD B.                           COMPETITIVE LEVEL: 001
   OCCUPATIONAL CODE: 0081                              COMPETITIVE AREA: HOUSTON

    TENURE    VETPREF    ADJ FSCD    PROMOTION    PAY PLAN    GRADE    SUPERVISORY    WORK SCHEDULE
                                     NTE DATE                             CODE            CODE

     2          B       04/10/80    01/02/96       GS         3          8               F

   SSN: 222-22-3341                                     POSITION OCCUPIED: COMPETITIVE SERVICE
   NAME: BUSH, GEORGE W.                                COMPETITIVE LEVEL: 001
   OCCUPATIONAL CODE: 0801                              COMPETITIVE AREA: HOUSTON

    TENURE    VETPREF    ADJ FSCD    PROMOTION    PAY PLAN    GRADE    SUPERVISORY    WORK SCHEDULE
                                     NTE DATE                             CODE            CODE

     1          B       08/01/76    12/31/95       GS         15         8               P












                                      SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:

A. SSN
B. Occupational Code
C. Competitive Level
D. Employee Name
   (Last, First, MI, Gen)
E. Position Occupied
F. Competitive Area description found in
   table TCMPAREA
G. Tenure Code
H. If Veteran Preference = 6 and Veteran
   Preference RIF = y:
      Veteran Preference Subgroup = AD
   If Veteran Preference not = 6 and
   Veteran RIF = Y:
      Veteran Preference Subgroup = A
   If Veteran Preference RIF = N
      Veteran Preference Subgroup = B

I. If FSCD:RIF not = 0
       Adjusted FSCD = SCD:RIF - SCAVG
    else
       Adjusted FSCD = SCD:Leave -
    SCAVG
J. Promotion NTE Date
K. Pay Plan
L. Grade:Current
M. Supervisory Code
N. Work Schedule Code

SELECTION CRITERIA:
Includes all records with the following criteria:
-   Installation code equal to user
    designated center code(s)
-   Duty Status not equal Z or M
-   Promotion NTE Date greater than RIF
    Cutoff Date

G - PER - 44

REPORT 252B   LISTING OF EMPLOYEES RESTORED AFTER MILITARY   PERSONNEL SERVICE

PURPOSE: Lists all employee who have returned from Military Duty (NOAC 292) and (AUTH1 = "Q3K" or "ALM") within the 12-month period before Retention Register Date.

CONTENTS: All employees who have returned to Military Duty within 12 months of the Retention Register Date.

SEQUENCE: SSN or Employee Name

```
SUBJECT TO PRIVACY ACT OF 1974
 REPORT NO: 252B                          NASA PERSONNEL AND PAYROLL SYSTEM              PAGE:
 SEQUENCED BY:                          INSTALLATION NAME 1/INSTALLATION NAME 2          DATE:
                                   LISTING OF EMPLOYEES RESTORED AFTER MILITARY SERVICE  TIME:
                                             RIF CUTOFF DATE: MM/DD/YY

  SSN: A                                           POSITION OCCUPIED: E
  NAME: D                                          COMPETITIVE LEVEL: C
  OCCUPATIONAL CODE: B                             COMPETITIVE AREA: F

   TENURE   VETPREF   ADJ FSCD   NOAC 292   PAY PLAN   GRADE   SUPERVISORY   WORK SCHEDULE
                                  EFDATE                         CODE           CODE

    G         H       II/II/II   JJ/JJ/JJ     KK       LL         M              N

  SSN: 100-00-0001                                 POSITION OCCUPIED: COMPETITIVE SERVICE
  NAME: HAYES, RUTHERFORD B.                        COMPETITIVE LEVEL: 001
  OCCUPATIONAL CODE: 0081                           COMPETITIVE AREA: HOUSTON

   TENURE   VETPREF   ADJ FSCD   NOAC 292   PAY PLAN   GRADE   SUPERVISORY   WORK SCHEDULE
                                  EFDATE                         CODE           CODE

    2         B       04/10/80   01/02/96     GS        3         8              F

  SSN: 222-22-3341                                 POSITION OCCUPIED: COMPETITIVE SERVICE
  NAME: BUSH, GEORGE W.                             COMPETITIVE LEVEL: 001
  OCCUPATIONAL CODE: 0801                           COMPETITIVE AREA: HOUSTON

   TENURE   VETPREF   ADJ FSCD   NOAC 292   PAY PLAN   GRADE   SUPERVISORY   WORK SCHEDULE
                                  EFDATE                         CODE           CODE

    1         B       08/01/76   12/31/95     GS        15        8              P




                                       SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS:
A. SSN
B. Occupational Code
C. Competitive Level
D. Employee Name (Last, First, MI, Gen)
E. Position Occupied
F. Competitive Area description found in table TCMPAREA
G. Tenure Code
H. If Veteran Preference = 6 and Veteran Preference RIF = y:
      Veteran Preference Subgroup = AD
    If Veteran Preference not = 6 and Veteran RIF = Y:
      Veteran Preference Subgroup = A
    If Veteran Preference RIF = N
      Veteran Preference Subgroup = B

I. If FSCD:RIF not = 0
      Adjusted FSCD = SCD:Leave - SCAVG
    else Adjusted FSCD = SCD:RIG - SCAVG
J. NOAC 292 Effective Date
K. Pay Plan
L. Grade: Current
M. Supervisory Code
N. Work Schedule Code

SELECTION CRITERIA:
Includes all records with the following criteria:
-   Installation code equal to user designated center code(s)
-   Duty Status not equal Z
-   NOAC = 292 and AUTH1 = Q3K or ALM
-   Effective Date less than or equal to RIF
-   Cutoff Date and greater than or equal to RIF Cutoff Date minus 1 year

REPORT 252C   **RETENTION REGISTER TENURE EQUAL ZERO**   **PERSONNEL**

PURPOSE: To provide a regulatory correct retention register to be used by HRO in the event of a Reduction-In-Force for the following: (1) Employee Review, (2) Union Review, (3) OPM Review, and (4) Making RIF actions determinations.

CONTENTS: Based upon one of the following user selections:
1. All employees with a Duty Status not equal to 'M' or 'Z'.
2. All employees with a user specified NASA Classification Code and a Duty Status not equal to 'M' or 'Z'.
3. All employees with a user specified Organization: Assigned and a Duty Status not equal to 'M' or 'Z'.
4. All employees with a user specified Occupational Code and a Duty Status not equal to 'M' or 'Z'.
5. All employees with a user specified Competitive Area and Duty Status not equal to 'M' or 'Z'.

SEQUENCE: By Competitive Area, Position: Occupied, Pay Plan, Grade: Current, Supervisory Group Code, NASA Classification Code, Competitive Level, Work Schedule Code, Tenure Code, Veteran Preference Subgroup, Adjusted FSCD or Competitive Area, Position: Occupied, Work Schedule Code, Grade: Current, Competitive Level, Tenure Code, Veteran Preference Subgroup, Adjusted FSCD, Name
Page break by Competitive Area, Position: Occupied, Pay Plan, Grade: Current, Supervisory Group Code, NASA Classification Code, Competitive Level, Work Schedule Code or Competitive Area, Position: Occupied, Work Schedule Code, Grade: Current, Competitive Level

```
REPORT NO:  252                       SUBJECT TO PRIVACY ACT OF 1974              PAGE:
 SEQUENCED BY:                        NASA PERSONNEL AND PAYROLL SYSTEM           DATE:
                                   INSTALLATION NAME 1/INSTALLATION NAME 2        TIME:
                                              c

                                   RETENTION REGISTER TENURE = 0 -  A
                                      RIF CUTOFF DATE:  MM/DD/YY
                                      RIF EFFECTIVE DATE:  MM/DD/YY
                                 CCCCC-DD
  EEEEEEE          BBBBBBBBBBBBBBBBBBBBBBBBBB      FFF-FF        COMP LEVEL: HHHH        WRK SCH:  b
-------------------------------------------------------------------------------------------------------
                                                                                              TENURE
--TENURE--  VET  VET  NAME                                  PDN    PERFORMANCE      FSCD   ORG  COMP
GRP SUBGRP  PREF RIF  OPM/NASA TITLE                        SERIES RATING/EFDATE ADJ FSCD  ASG  DATE
JJJ   KK     L    M   NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN PPPPPP Q  RR/RR/RR  WW/WW/WW aaaaa ZZ/ZZ/ZZ
                     OOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO GGGGG  S  TT/TT/TT  YY/YY/YY
                                                                         U  VV/VV/VV
                                                                         d  ee/ee/ee

I     A      2    Y   HOLT, KIMBERLY                        ST0012  3  10/01/92  10/01/92 AH111 10/01/92
                     CHIEF SCIENTIST                        1301    4  10/01/93  10/01/93
                                                                   3  ASSUMED
                                                                   3  ASSUMED
```

REPORT 252C   RETENTION REGISTER TENURE EQUAL ZERO (cont'd)

DATA ELEMENTS:

A. Competitive Area description found in table TCMPAREA

B. Position Occupied

C. Pay Plan, except for GS and GM which are combined as GS/GM

D. Grade: Current

E. Supervisory Group Code Description

Supv Code	Group	Description
2	1	SUPV
4, 5, 6, 8, 7	2	NON-SUPV

F. NASA Classification Code

G. Occupational Code

H. Competitive Level

J. Tenure Code Group
   If Tenure Code = 0, GRP = 0
   If Tenure Code = 1, GRP = I
   If Tenure Code = 2, GRP = II
   If Tenure Code = 3, GRP = III
   If Tenure Code = 2 and Tenure:Ending Date is less than or equal to the RIF Effective Date the Tenure Code will be set to 1.

K. If Veteran Preference = 6 and Veteran Preference RIF = Y: Veteran Preference Subgroup = AD

   If Veteran Preference Not = 6 and Veteran Preference RIF = Y:
       Veteran Preference Subgroup = A

   If Veteran Preference RIF = N:
       Veteran Preference Subgroup = B

L. Veteran Preference

M. Veteran Preference RIF

N. Employee Name (Last, First, MI, Gen)

O. If Title: OPM is blank Title: NASA else Title: OPM

P. Position: Description Number

Q. Performance Rating: Current

R. Empl Crnt Rtg Efctv Date*

S. Performance Rating: Prior 1

T. Empl Prior1 Rtng Efctv Date*

U. Performance Rating: Prior 2

V. Empl Prior2 Rtng Efctv Date*

W. SCD:RIF if present, else SCD:Leave

Y. If FSCD: RIF not = 0
       Adjusted FSCD = SCD: RIF – SCAVG
   else Adjusted FSCD = SCD: Leave – SCAVG

SCAVG = Average of Service Credit Years = SC1 + SC2 + SC3 / 3.

Establish 3 Service Credits (SCs) based on the most current ratings.
Select (up to 3 ratings) based on the following:

- Performance Rating: (Cur, Prior1, Prior2, Prior3) = 1, 2, 3, 4, or 5, and
  Performance Rating Effective Date (Cur, Prior1, Prior2, Prior3) is not blank or 00/00/00 and
  Performance Rating Effective Date is equal to or less than RIF Cutoff Date

- If Performance Rating = 0, do not select

For example: RIF Cutoff Date = 7/01/93 minus 4 = 7/01/89
    Cur   = 5 and 8/01/93
    Prior1 = 4 and 8/01/92
    Prior2 = 4 and 8/01/91
    Prior3 = 0 and no date

Only Prior1 and Prior2 are selected

If less than three performance ratings selected, assume a Performance Rating equal 3/SC12 to compute SCAVG for each rating needed to credit the employee with the three performance ratings.

REPORT 252C   RETENTION REGISTER TENURE EQUAL ZERO (cont'd)

Perform the following computations to establish the 3 SCs (SCAVG):

If Performance Rating = 1 or 2   SC = 0
     Performance Rating = 3   SC = 12
     Performance Rating = 4   SC = 16
     Performance Rating = 5   SC = 20

Example:	RATING	SC
PRIOR1	4	16
PRIOR2	4	16
PRIOR3	3	12
		44

44/3 = 15

Z. Tenure: Ending Date

a. Organization: Assigned

b. Work Schedule Code

c. If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Code Table

d. Performance Rating: Prior 3

e. Empl Prior3 Rtng Efctv Date*

*Note: The word assumed will appear instead of the Effective Date if a Rating of 3 is assumed.

SELECTION CRITERIA

Includes all records with the following criteria:
- Installation code equal to user designated center code(s)
- Duty Status not equal 'Z' or 'M'
- Facility Code equals user designated Facility Code if entered
- Employee Indicator equals blank or (Employee Indicator not equal blank and Pay Plan not equal blank)
- Agency Code equals user designated Agency Code if entered
- RIF Cutoff Date (used in Performance Rating selection for computation of service credit used to adjust FSCD in % above). Input of valid date is mandatory.
- Competitive Area equals user designated Competitive Area if entered.

REPORT 252D   **LISTING OF TENURE COMPLETIONS DURING RIF**   **PERSONNEL**
PERIOD

PURPOSE: For use by HRO in checking OPF and LWOP status in order to validate the employees' right to Tenure 1 and to correct the retention register as needed.

CONTENTS: All active employees with a Tenure Code = 2 and a Tenure Completion Date equal to or less than the RIF Effective Date.

SEQUENCE: Competitive Area, Position Occupied, Employee Name or Competitive Area, Position Occupied, SSN.

```
                              SUBJECT TO PRIVACY ACT OF 1974
REPORT NO: 252D                NASA PERSONNEL AND PAYROLL SYSTEM            PAGE:
SEQUENCED BY:               INSTALLATION NAME 1/INSTALLATION NAME 2         DATE:
                                                                           TIME:
                          LISTING OF TENURE COMPLETIONS DURING RIF PERIOD
                                   RIF CUTOFF DATE: MM/DD/YY
                                   RIF EFFECTIVE DATE: MM/DD/YY

 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA     BBBBBBBBBBBBBBBBBBBBBBBBBB
--------------------------------------------------------------------------------------------------
                                          TENURE    TENURE               WORK    SUPV          COMP
    SSN               NAME                  CODE   COMPLETION  PP-GRADE  SCHEDULE  GRP    NCC   LEVEL

CCC-CC-CCCC   DDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDDD    E      FF/FF/FF   GG-HH      I      J   KKK-KK  LLLL

421-56-8658   DOE,JANE K.                              2      08/02/95   GS-13      F    SUPV   601-01   001




                              SUBJECT TO PRIVACY ACT OF 1974
```

A. Competitive Area Description found in table TCMPAREA

B. Position Occupied Description found in table TPOSOCC

C. SSN

D. Employee Name (Last, First, MI, Gen)

E. Tenure Code

F. Tenure: Ending Date

G. Pay Plan

H. Grade: Current

I. Work Schedule Code

J. Supervisory Group Code Description

Supv Code	Group	Description
2	1	SUPV
4, 5, 6, 8, 7	2	NON-SUPV

K. NASA Classification Code

L. Competitive Level

SELECTION CRITERIA:

- Installation code equal to user designated center code

- Tenure Code equal to 2

- Tenure: Ending Date less than or equal to the RIF Cutoff Date

- Duty Status not equal to 'Z' or 'M'

- Employee Indicator equals blank or (Employee Indicator not equal blank and Pay Plan not equal blank)

- Agency Code equals user designated Agency Code if entered

REPORT 255   RETENTION REGISTER LITE   **PERSONNEL**

PURPOSE: To provide a regulatory correct retention register report to be used by the Human Resources Office, in the event of a Reduction-In-Force, as an alternative to the current core report.

CONTENTS: Based upon one of the following user selections:
1. All employees with a Duty Status not equal 'M' or 'Z'.
2. All employees with a user specified NASA Classification Code and a Duty Status not equal to 'M' or 'Z'.
3. All employees with a user specified Organization: Assigned and a Duty Status not equal to 'M' or 'Z'.
4. All employees with a user specified Occupational Code and a Duty Status not equal to 'M' or 'Z'.
5. All employees with a user specified Competitive Area and a Duty Status not equal to 'M' or 'Z'.

SEQUENCE: Competitive Area, Pay Plan, Occupational Code (Series), Grade: Current, Competitive Level, NASA Classification Code Work Schedule Code, Supervisory Group, Tenure Group, Tenure Subgroup, Adjusted FSCD for RIF or Competitive Area, Position Occupied, Work Schedule Code, Grade: Current, Competitive Level, Tenure Group, Tenure Subgroup, Adjusted FSCD for RIF, Name (Last, First, Middle Init)

Page break by Competitive Area, Pay Plan, Occupational Code (Series), Grade: Current, NASA Classification Code, Work Schedule Code, Supervisory Group or Competitive Area, Position Occupied, Work Schedule, Grade: Current.

Four lines will be skipped when the Competitive Level changes.

```
REPORT NO: 255                          SUBJECT TO PRIVACY ACT OF 1974                          PAGE:
SEQUENCED BY:                           NASA PERSONNEL AND PAYROLL SYSTEM                        DATE:
                                        INSTALLATION NAME 1/INSTALLATION NAME 2                  TIME:
                                                         c

                                        RETENTION REGISTER LITE - A
                                          RIF CUTOFF DATE: MM/DD/YY
                                          RIF EFFECTIVE DATE: MM/DD/YY

PAY PLAN: CC/CC     SERIES: GGGGG     GRADE: DD     NCC: FFF-FF     WRK SCH: b     SUPV: EEEEEEE
-----------------------------------------------------------------------------------------------------

COMP   TEN TEN            NAME                   POSN          ORG    ADJ SCD
LEVEL  GRP SUB                                   TITLE                FOR RIF          PERFORMANCE DATA
HHHH   JJJ KK   NNNNNNNNNNNNNNNNNNNNNNNNNNNNNN   OOOOOOOOOOOOOOOOOOOO aaaaa  YY/YY/YY  PPPPPPPPPP  PPPPPPPPPP  PPPPPPPPPP
HHHH   JJJ KK   NNNNNNNNNNNNNNNNNNNNNNNNNNNNNN   OOOOOOOOOOOOOOOOOOOO aaaaa  YY/YY/YY  PPPPPPPPPP  PPPPPPPPPP  PPPPPPPPPP
HHHH   JJJ KK   NNNNNNNNNNNNNNNNNNNNNNNNNNNNNN   OOOOOOOOOOOOOOOOOOOO aaaaa  YY/YY/YY  PPPPPPPPPP  PPPPPPPPPP  PPPPPPPPPP


HHHH   JJJ KK   NNNNNNNNNNNNNNNNNNNNNNNNNNNNNN   OOOOOOOOOOOOOOOOOOOO aaaaa  YY/YY/YY  PPPPPPPPPP  PPPPPPPPPP  PPPPPPPPPP
HHHH   JJJ KK   NNNNNNNNNNNNNNNNNNNNNNNNNNNNNN   OOOOOOOOOOOOOOOOOOOO aaaaa  YY/YY/YY  PPPPPPPPPP  PPPPPPPPPP  PPPPPPPPPP
HHHH   JJJ KK   NNNNNNNNNNNNNNNNNNNNNNNNNNNNNN   OOOOOOOOOOOOOOOOOOOO aaaaa  YY/YY/YY  PPPPPPPPPP  PPPPPPPPPP  PPPPPPPPPP
HHHH   JJJ KK   NNNNNNNNNNNNNNNNNNNNNNNNNNNNNN   OOOOOOOOOOOOOOOOOOOO aaaaa  YY/YY/YY  PPPPPPPPPP  PPPPPPPPPP  PPPPPPPPPP


001    I   B    ADAMS, FESTER                    SUPERVISOR           JF331  05/21/73  1(01/01/92)  3(ASSUMED )  3(ASSUMED )
001    I   B    MUNSTER, LILY                    SUPERVISOR           JF331  05/21/73  1(01/01/92)  3(ASSUMED )  3(ASSUMED )
001    I   B    MUNSTER, FREDDY                  SUPERVISOR           JF331  05/21/73  1(01/01/92)  3(ASSUMED )  3(ASSUMED )


002    I   B    PETRY, ROBERT                    PRESIDENTIAL MANAGEME BA111 03/28/76  2(01/01/92)  3(ASSUMED )  3(ASSUMED )
002    I   B    PETRY, LAURA                     PRESIDENTIAL MANAGEME BA111 03/28/76  2(01/01/92)  3(ASSUMED )  3(ASSUMED )
002    I   B    CLEAVER, WARD                    PRESIDENTIAL MANAGEME BA111 03/28/76  2(01/01/92)  3(ASSUMED )  3(ASSUMED )
002    I   B    CLEAVER, JUNE                    PRESIDENTIAL MANAGEME BA111 03/28/76  2(01/01/92)  3(ASSUMED )  3(ASSUMED )




                                        SUBJECT TO PRIVACY ACT OF 1974
```

A. Competitive Area description found in table TCMPAREA (if TCMPAREA blank, print Duty Station description from table TDTYSTN)

C. Pay Plan, except for GS and GM which are combined as GS/GM

D. Grade: Current

E. Supervisory Group Code Description
    Supv Code   Group   Description
        2   1   SUPV
    4, 5, 6, 8, 7   2   NON-SUPV

F. NASA Classification Code

G. Occupational Code

H. Competitive Level

J. Tenure Code Group
    If Tenure Code = 0, GRP = 0
    If Tenure Code = 1, GRP = I
    If Tenure Code = 2, GRP = II
    If Tenure Code = 3, GRP = III

K. If Veteran Preference = 6 and Veteran Preference RIF = Y:
        Veteran Preference Subgroup = AD
    If Veteran Preference Not = 6 and Veteran Preference RIF = Y:
        Veteran Preference Subgroup = A
    If Veteran Preference RIF = N:
        Veteran Preference Subgroup = B

N. Employee Name (Last, First, MI, Gen)

O. If Title: OPM is blank
        Title: NASA
    else Title: OPM

P. The 3 Performance Ratings and their effective dates used in the computation of SC1, SC2 and SC3 in Y below.

Y. SCD:RIF if present, else SCD:Leave
    If FSCD: RIF not = 0
        Adjusted FSCD = SCD: RIF – SCAVG
    else Adjusted FSCD = SCD: Leave – SCAVG
        SCAVG = Average of Service Credit Years = SC1 + SC2 + SC3 / 3.

    Establish 3 Service Credits (SCs) based on the most current ratings.
    Select (up to 3 ratings) based on the following:

    • Performance Rating: (Cur, Prior1, Prior2, Prior3) = 1, 2, 3, 4, or 5,
      and
      Performance Rating Effective Date (Cur, Prior1, Prior2, Prior3) is not blank or 00/00/00
      and
      Performance Rating Effective Date is equal to or less than RIF Cutoff Date

    • If Performance Rating = 0, do not select

For example: RIF Cutoff Date = 7/01/93 minus 4 = 7/01/89
Cur   = 5 and 8/01/93
Prior1   = 4 and 8/01/92
Prior2   = 4 and 8/01/91
Prior3   = 0 and no date

Only Prior1 and Prior2 are selected

If less than three performance ratings selected, assume a Performance Rating equal 3/SC12 to compute SCAVG for each rating needed to credit the employee with the three performance ratings. The word assumed will appear instead of the Effective Date if a Rating of 3 is assumed.

Perform the following computations to establish the 3 SCs (SCAVG):

If   Performance Rating = 1 or 2   SC = 0
     Performance Rating = 3   SC = 12
     Performance Rating = 4   SC = 16
     Performance Rating = 5   SC = 20

Example: RATING   SC

PRIOR1   4   16

PRIOR2   4   16

PRIOR3   3   12
                                  44

44/3 = 15

a.   Organization: Assigned

b.   Work Schedule Code

c.   If a Facility Code is designated by the user, the Facility Name will be derived from the Facility Code Table

SELECTION CRITERIA

Includes all records with the following criteria:
-   Installation code equal to user designated center code(s)
-   Duty Status not equal 'Z' or 'M'
-   Facility Code equals user designated Facility Code if entered
-   Employee Indicator equals blank or (Employee Indicator not equal blank and Pay Plan not equal blank)
-   Agency Code equals user designated Agency Code
-   RIF Cutoff Date (used in Performance Rating selection for computation of service credit used to adjust FSCD in % above). Input of valid date is mandatory.
-   Competitive Area equals user designated Competitive Area if entered.

REPORT 154   EMPLOYEE SERVICE RECORD   (PAGE 1 OF 3)   PERSONNEL

PURPOSE: To fulfill the requirement to maintain an employee service record. To streamline that process and provide an easier/faster gathering of information from the historical database.

CONTENTS: All relevant and current information on an employee. Selective by all active employees, a given SSN, or a separation date range.

SEQUENCE: On-line: Sequence by Employee Name or SSN
Hard Copy: Sequence by Organization Code, Grade, Step, Employee Name
Within each employee by Effective Date, sequence of actions matured.

```
SUBJECT TO PRIVACY ACT OF 1974
    REPORT NO:  154                       NASA PERSONNEL AND PAYROLL SYSTEM                   PAGE:
    SEQUENCED BY:                              INSTALLATION NAME                              DATE:
                                                                                             TIME:
             NAME:    A                                                        DUTY STATUS: C
             ADDRESS: B
                      B
                      B

             SSN: / FACILITY                 C                          WORK SCHEDULE: R
             DATE OF BIRTH:                  D                        POSITION OCCUPIED: S
             SEX:                            E                          PART-TIME HOURS: T
             DUTY STATION CODE:              F                                   TENURE: U
             ORGANIZATION                    G                             VETERAN PREF: V
             FEDERAL SERVICE COMPUTATION DATE:   H                 VETERAN PREFERENCE RIF: W
             NASA SERVICE COMPUTATION DATE:  I                      ANNUITANT INDICATOR: X
             INSTALLATION EOD DATE:          J                          RETIREMENT PLAN: Y
             NEXT WIG DATE:                  K                                  CITIZEN: Z
             LAST PROMOTION DATE:            L              UNION BARGAINING UNIT STATUS: 1
             NEW SUPERVISOR DATE:            M                        FEGLI STATUS CODE: 2
                                                                      FEHB PLAN CODE: 3
             TENURE BEGINNING DATE:          O              PERFORMANCE CURRENT YR, RATING: 4
             TENURE ENDING DATE:             P          PERFORMANCE PRIOR YR 1, PRIOR RATING: 5
             PROBATIONARY END DATE:          Q          PERFORMANCE PRIOR YR 2, PRIOR RATING: a
             FLSA PAY STATUS:                7          PERFORMANCE PRIOR YR 3, PRIOR RATING: d
             POSITION CRITICALITY:           9               NON-NASA APPROPRIATION CODE: 6
                                                                    COMPETITIVE LEVEL: 8




                                          SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS

A. Employee Name (Last, First, MI, Gen)
B. Address: Mailing
C. SSN/Facility Code
D. Date of Birth
E. Sex
F. Duty Station Code
G. Organization: Assigned
H. SCD: Leave
I. SCD: NASA
J. Installation EOD Date
K. WIG Date: Next
L. Promotion: Date of Latest
M. New Supervisor Date
O. Tenure: Beginning Date
P. Tenure: Ending Date
Q. Probationary End Date
R. Work Schedule Code
S. Position: Occupied
T. Part Time Hours
U. Tenure Code

V. Veteran Preference
W. Veteran Preference RIF
X. Annuitant Indicator
Y. Retirement Plan
Z. Citizenship

1. Union: Bargaining Unit Status
2. FEGLI: Code
3. FEHB: Plan Code
4. Performance Rating: (Current Yr + Current)
5. Performance Rating: (Prior Yr 1 + Prior 1)
6. Non-NASA Appropriation Code
7. FLSA Pay Status
8. Competitive Level
9. Position: Criticality
a. Performance Rating: (Prior Yr 2 + Prior 2)
b. If a Facility Code is designated, the Facility Name will be derived from the Facility Table
c. Duty Status

d.   Performance Rating: (Prior Yr 3 + Prior 3)

REPORT 154   EMPLOYEE SERVICE RECORD (Page 1 of 3) – cont'd

SELECTION CRITERIA:

Includes all employees with the following criteria:
-   Installation Code equal to user designated center code
-   Facility Code equals user designated facility code, if entered, for all active employees
-   SSN equals user designated SSN
-   Facility Code equals user designated
-   Facility code, if entered, for a given separation date range

REPORT 154   **EMPLOYEE SERVICE RECORD**   **(PAGE 2 OF 3)   PERSONNEL**

PURPOSE: To fulfill the requirement to maintain an employee service record. To streamline that process and provide an easier/faster gathering of information from the historical database.

CONTENTS: The "After" Image of all historical data for an employee, except NOACs 001, 002, 925, 942, 943, 946, 990, and 991. Include the capability to select employees based on separation date.

SEQUENCE: On-line: Sequence by Employee Name or SSN
Hard Copy: Sequence by Organization Code, Grade, Step, Employee Name
Within each employee by Effective Date, sequence of actions matured.

```
                              SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  154                NASA PERSONNEL AND PAYROLL SYSTEM                        PAGE:
SEQUENCED BY:                         INSTALLATION NAME                                 DATE:
                              EMPLOYEE SERVICE RECORD (Page 2 of 3)                     TIME:
                                    AS OF MM/DD/YY


                        NAME: 0                                      SSN: P
NOAC   EFF.DTE   PERSONNEL ACTION TITLE              OPM TITLE
ORG    PDN                                             NASA TITLE
                                                     OPM   NASA/SUPV  PP-GR/ST  PRD  PB  ADJ-BASIC-SAL ADJ-SCH-
SAL

                                                     DUTY STATION

 894   87/03/02   RETIREMENT - VOLUNTARY             AEROSPACE ENGINEER
 470.0  R7054                                          AST, TECHNICAL MANAGEMENT
                                                     0801   725-01/N   GS-13/10   0   PA   50,346.00       0.00
                                                     GREENBELT, PRINCE GEORGE'S
                                                     COUNTY, MARYLAND


 A       B               C                           D
                                                     D
 K       L                                           E       F         G         H   I      J          N
                                                     M





                              SUBJECT TO PRIVACY ACT OF 1974
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DATA ELEMENTS

A. Nature of Action: Code
B. Effective Date
C. NOAC:Description and NOAC NTE Date Hist if present
D. Title: OPM/Title:NASA
E. Occupational Code
F. NASA Classification Code/Supervisory Code
G. Pay Plan - Grade: Current/Step
H. Pay Rate Determinant
I. Pay Basis
J. If Award:Amount Old not = Award:Amount
        New Award:Amount
    Else
        Empl Adjstd Basic Pay Amt
    OR
    When the Nature of Action:Code = 846, 847, or 872 Time Off Award Hours =
        New Empl-Time-Off-Award Hrs
    Else
        Empl-Adjsted-Basic-Pay-Amt

K. Organization: Assigned
L. Position: Description Number
M. Duty Station Name
N. Empl Sch Adjstd Basic Pay Amt
O. Employee Name (Last, First, MI, Gen)
P. SSN

NOTE: When a detailed transaction (Nature of Action: Code = 930C, 930U, 931, 932) is processed, apply 'DETAIL' fields where corresponding "NON-DETAIL" fields are currently recorded.

D. Detail: Title OPM/Detail: Title NASA
E. Detail: Occupational Code
F. Detail: NASA Classification Code/Supervisory Code
G. Detail: Pay Plan - Detail: Grade/Step
K. Detail: Organization Assigned
L. Detail: Position Description Number

REPORT 154   EMPLOYEE SERVICE RECORD (PAGE 3 OF 3)   PERSONNEL

PURPOSE: To fulfill the requirement to maintain an employee service record. To
              streamline that process and provide an easier/faster gathering of information
              from the historical database.

CONTENTS: N/A

SEQUENCE: On-line: Sequence by Employee Name or SSN
              Hard Copy: Sequence by Organization Code, Grade, Step, Employee Name.
              Within each employee by Effective Date, sequence of actions matured.

```
                              SUBJECT TO PRIVACY ACT OF 1974
     REPORT NO:  154           NASA PERSONNEL AND PAYROLL SYSTEM                PAGE:
     SEQUENCED BY:                    INSTALLATION NAME                         DATE:
                              EMPLOYEE SERVICE RECORD (Page 3 of 3)             TIME:
                                      AS OF MM/DD/YY

                      NAME: A                                SSN: B
             OPF Sent to:_____   Date:_____

             EPF Sent to:_____   Date:_____

             EMF Sent to:_____   Date:_____

             Leave Records Sent:_____

             Reason for Resignation:_____















                              SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS

A. Employee Name (Last, First, MI, Gen)
B. SSN

NOTE: This information is only printed for inactive employees (Duty Status = Z)

REPORT 359   MATURE TRANSACTION INTEGRATION REPORT   PERSONNEL

PURPOSE: To provide documentation of the personnel actions affected for the Payroll
             Office.

CONTENTS: Only transactions which affect the net pay.

SEQUENCE: Selective by Pay Block: Processing or Organization: Assigned
             Page break by Pay Block: Processing or Organization: Assigned

```
                                  SUBJECT TO PRIVACY ACT OF 1974
REPORT NO:  359                   NASA PERSONNEL AND PAYROLL SYSTEM                     PAGE:
SEQUENCED BY:                           INSTALLATION NAME                               DATE:
                                               K                                       TIME:
                              MATURE TRANSACTION INTEGRATION REPORT
                                       AS OF MM/DD/YY

          ORG                                                         ACTION
   PB   ASSIGNED      SSN      FACILITY  NAME                          CODE          DATE
   01    AH311    123456789       M     SMITH, JOHN J.                 702         02/28/88
                                        *   NORMAL RECALCULATION HAS BEEN DONE
                                        *   FIN-YTD CONTROL RECORD UPDATED
                                        *   SSN 123456789 NOAC 702 EFFDATE 02/28/88 HAS BEEN MATURED
                                        ### GRADE    CHANGED FROM  12             TO 13
                                        ### STEP     CHANGED FROM  3              TO 2
                                        ### SALARY   CHANGED FROM  3083000        TO 4081800
                                        ### MER LWOP TOTAL PSI ZEROED FOR PROMOTION

    A       I        B           J      C                              D             E
                                        *   NORMAL RECALCULATION HAS BEEN DONE
                                        *   FIN-YTD CONTROL RECORD UPDATED
                                        ### F       CHANGED FROM  G              TO H
                                        ### MER LWOP TOTAL WIG ZEROED FOR PROMOTION




                                  SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS

A. Pay Block: Processing

B. SSN

C. Employee Name (Last, First, MI, Gen)

D. Nature of Action: Code

E. Effective Date

F. Name of the Field Which Changed

G. Old Value of the Field

H. New Value of the Field

I. Organization: Assigned

J. Facility Code

K. Facility Name - Data Value derived from
   Facility Code table

SELECTION CRITERIA:

Includes all employees with the following
criteria:

- Installation Code equal to user designated
  center code

- Message created by Personnel Mature

- Transactions affect Payroll only

- Date-Time Key < user designated Date
  and Time

- Facility Code equals user designated
  facility code, if entered

FORMAT OF THE LINE:
   ### FFFFFFFF   CHANGED FROM   GGGGGGGG   TO   HHHHHHHH

- Will be repeated to show all fields/values that changed.

- Other statements as applicable appear before these lines.

REPORT 366 **INSTALLATION-UNIQUE SYSTEM INTERFACE** **PERSONNEL**
MAJOR ERROR REPORT

PURPOSE: To provide SF 52 process interface major errors which shall not be added to suspense.

CONTENTS: Transactions that were not added to Personnel Suspense.

SEQUENCE: By SSN

```
SUBJECT TO PRIVACY ACT OF 1974
   REPORT NO:  366                    NASA PERSONNEL AND PAYROLL SYSTEM                    PAGE:
   SEQUENCED BY:                              INSTALLATION NAME                            DATE:
                          INSTALLATION-UNIQUE SYSTEM INTERFACE MAJOR ERRORS REPORT         TIME:
                                            AS OF MM/DD/YY

   SSN         NAME                              NOAC     EFFDATE   ERROR MESSAGE

   AAAAAAAAA   BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB     C        D         E




                                     SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS

A. SSN

B. Employee Name (Last, First, MI, Gen)

C. Nature of Action: Code

D. Effective Date

E. Error Message

SELECTION CRITERIA:

All records with installation code equaling user designated center code having one of the following errors:

1. INVALID NATURE OF ACTION: CODE

2. INVALID EFFECTIVE DATE

3. INVALID SSN

4. DUTY STATUS NOT EQUAL 'Z'
   a. Accession on an active employee

5. NO PRIOR MASTER FOUND
   a. Action on employee who does not exist

6. INACTIVE DUTY STATUS 'Z', ACTION CANNOT BE ADDED
   a. Action other than NOACS 721A, 825, 840, 841, 842, 843, 845, 848, 849, 878, 879, 885, 987, 988, 989, 001, or 002.

7. SUSPENSE RECORD ALREADY EXISTS

8. NO COMPANION SEPARATION EXISTS
   a. NOAC 302, 303, 312, or 317 has not been processed for employee

9. EFFECTIVE DATE MUST MATCH COMPANION SEPARATION
   a. NOAC 302, 303, 312, or 317 exists on suspense for employee but with a different effective date

REPORT 6032   **PERSONNEL/PAYROLL INACTIVE EMPLOYEE**   **PERSONNEL**
                           DELETION

PURPOSE: To produce a listing of all inactive employees deleted on Pay Master File and Personnel Master File.

CONTENTS: All employees deleted.
                       Note: For Payroll report layout, refer to Payroll Report Specifications.

SEQUENCE: For Personnel: By SSN
                       For Payroll: By Pay Block: Processing, SSN

```
REPORT NO:  6032                      NASA PERSONNEL AND PAYROLL SYSTEM              PAGE:
SEQUENCE BY:                                 INSTALLATION NAME                       DATE:
                                       PERSONNEL INACTIVE EMPLOYEE DELETION          TIME:
                                              AS OF: MM/DD/YY




            SSN             NAME
            AAA-AA-AAAA     BBBBBBBBBBBBBBBBBBBBBBBBB
            AAA-AA-AAAA     BBBBBBBBBBBBBBBBBBBBBBBBB
            AAA-AA-AAAA     BBBBBBBBBBBBBBBBBBBBBBBBB
            AAA-AA-AAAA     BBBBBBBBBBBBBBBBBBBBBBBBB
            AAA-AA-AAAA     BBBBBBBBBBBBBBBBBBBBBBBBB
            AAA-AA-AAAA     BBBBBBBBBBBBBBBBBBBBBBBBB


    TOTAL NUMBER OF PERSONNEL EMPLOYEES DELETED: C
```

DATA ELEMENTS

A. SSN

B. Employee Name (Last, First, MI, Gen)

C. Total Number of Personnel Employees Deleted

SELECTION CRITERIA:

Includes all employees from the Personnel Master File with the following criteria:

- Center Code equals user designate
  Center code
- Duty Status = 'Z'
- Employee Indicator not equal ' ' or Employee Delete Flag = 'Y'
- Employee Delete Flag equals 'Y'

REPORT 370   NASA PERSONNEL - EDIT ERROR REPORT   PERSONNEL

PURPOSE: To provide documentation of the suspended personnel actions affected.

CONTENTS: All suspended personnel actions.

SEQUENCE: By SSN, Effective Date

```
SUBJECT TO PRIVACY ACT OF 1974
   REPORT NO:  370              NASA PERSONNEL AND PAYROLL SYSTEM          PAGE:
   SEQUENCE BY:                        INSTALLATION NAME                   DATE:
                                                                          TIME:

                                  NASA PERSONNEL EDIT ERROR REPORT
                                        AS OF MM/DD/YY


                       EDIT
                      BYPASS                              EFFECTIVE        NAME
             SSN       CODE       NOAC      SOURCE          DATE         MESSAGE

          135791113              352         H           08/08/91     ROBERTS, ROBERT
                                                                      ***PSL PPR NCC


             A          B         C           D             E             F
                                                                          G




                                  SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS

A. SSN

B. Edit Bypass Code

C. Nature of Action: Code

D. Source

E. Effective Date (MM/DD/YY)

F. Employee Name (Last, First, MI, Gen)

G. NASA Personnel edit code and description

SELECTION CRITERIA:

All records with the following criteria

-   Installation Code equal user designated center code

-   Mature Successful Flag equal blank

-   Mature Error Flag equal blank

-   SF 52 Flag not equal 'Y'

REPORT 900   VIEW MASTER RECORD - PERMAST   PERSONNEL

PURPOSE: To retrieve and display Personnel Master Records.

CONTENTS: User Selected Record Display.

SEQUENCE: N/A

```
 _____
|                                                                        |
| COMMAND:                        NPPS                    09/05/90        |
| NEO1200              VIEW MASTER RECORD - PERMAST       11:11:31        |
|_____|
|                                                                        |
|                                                                        |
|        SSN:  AAA AA AAAA        TYPE:  B                                |
|                                                                        |
|        NAME:  CCCCCCCCCCCCCCCCCCCCCCCCCCC  CCCCCCCCCCCCCCCCC            |
|                  (LAST NAME)                  (FIRST NAME)              |
|                                                                        |
|                                                                        |
|                                                                        |
|               TYPE               DESCRIPTION                           |
|                                                                        |
|                D        RETRIEVE IN DATA BASE FIELD FORMAT             |
|                P        RETRIEVE IN PERSONNEL ACTION FORMAT            |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|_____|
|                                                                        |
| PF1 = HELP                  PF5 = MAIN MENU            PF12 = END       |
|                                                                        |
|_____|
```

DATA ELEMENTS

A. SSN - (User input; opt.)

B. Retrieval Option

C. Employee Name - (User Input; opt.)

REPORT 901   MASTER DATA (A) SF 52 DATA   (PAGE 1 OF 10)   PERSONNEL

PURPOSE: To display Personnel Master Data in Personnel Action Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200F              MASTER DATA(A) SF52 DATA            1 OF 10
 BY-PASS EDIT:
  1.NAME(LAST,SUF,FIR,MI)  2.SSN  BBB BB BBBB  3.BIRTH DATE     C

   AAAAAAAAAAAAAAA         AAAAAAAAAAAAAA          4.EFDATE D

  5.A.NOAC       NOAC NTE          6.A.NOAC       NOAC NTE
  5.B.                            6.B.

  5.C.AUTH1                       6.C.AUTH2
  5.D.                            6.D.

  7.OPM TTL  D                              /                TITLE
                                                            CODE
  7.NASA TTL E                              /                 F

    PDN GGGGGG NCC  H    SUPIND   I  >   PDN    NCC       SUPIND
  8.PAY PLAN J      9.OCC CODE   K  > 16.PAY PLAN      17.OCC CODE
 10.GRADE    L     11.STEP       M  > 18.GRADE         19.STEP
 12.TOTSAL   N     13.PAY BASIS  O  > 20.TOTAL         21.PAY BASIS
 -------------------------------------------------------------------
  PF1= HELP         PF3= PREV SCREEN   PF5= MAIN MENU      PF12= END
```

DATA ELEMENTS

A. Name (Last, First MI)
C. Date of Birth
D. Title: OPM
E. Title: NASA
F. Title Code
G. Position: Description Number
H. NASA Classification
I. Supervisor Code
J. Pay Plan
K. Occupational Code
L. Grade: Current
M. Step
N. Total Salary
O. Pay Basis

REPORT 901   MASTER DATA (B) SF 52 DATA   (PAGE 2 OF 10)   PERSONNEL
PURPOSE: To display Personnel Master Data in Personnel Action Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200G                MASTER DATA(B) SF52 DATA            2 OF 10
  BY-PASS EDIT:
   NAME   AAAAAAAAAAAAAAAAAAAA   AAAAAAAAAAAAAAAA      A     SSN BBB BB BBBB
   12A.BASIC PAY     a                    > 20A.BASIC PAY
   12B.LOCALITY ADJ  b                    > 20B.LOCALITY ADJ
   12C.ADJ BASIC PAY c                    > 20C.ADJ BASIC PAY
   12D.OTHER PAY     d                    > 20D.OTHER PAY
   14.ORG ASSIGNED   C   > 22.ORG ASSIGNED
     ORG LOCATED     D   >    ORG LOCATED
   23.VET PREF       E    24.TENURE   F    26.VETPREF RIF   G
   27.FEGLI          H    28.ANUIND   I    29.PAYRAT DET    J
   30.RET PLAN       K                     31.FSCD          L
   32.WORKSCH        M                     33.PT HOURS SCH  N
   34.POS OCC        O    35.FLSA  P       36.APPROP CODE   Q
   37.UNION BU       R
   38.DUTY STATION  S
   45.ED LEVEL       T    46.YR DEG   U    47.ACAD DISC   V
   48.FUNC CL  W         49.CITIZEN  X    50.VET STATUS  Y     AGENCY CODE  Z
  --------------------------------------------------------------------------
   PF1= HELP         PF3= PREV SCREEN   PF5= MAIN MENU       PF12= END
```

DATA ELEMENTS

A. Name (Last, First, MI)
B. SSN
C. Organization: Assigned
D. Organization: Located
E. Veteran Preference
F. Tenure Code
G. Veteran Preference RIF
H. FEGLI: Code
I. Annuitant Indicator
J. Pay Rate Determinant
K. Retirement Plan
L. SCD: Leave
M. Work Schedule Code
N. Part Time Hours
O. Position: Occupied

P. FLSA Pay Status
Q. Non-NASA Appropriation Code
R. Union: Bargaining Unit Status
S. Duty Station Code
T. Educational Level
U. Degree: Highest Year
V. Degree: Highest Field
W. Functional Classification
X. Citizenship
Y. Veterans Status
Z. Agency Code: Employing
a. Basic Pay
b. Locality Adjustment
c. Adjusted Basic Pay
d. Other Pay

REPORT 901   MASTER DATA (E) FREQ. MISC. DATA   (PAGE 3 OF 10)   PERSONNEL

PURPOSE: To display Personnel Master Data in Personnel Action Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200H              MASTER DATA(E) FREQ. MISC. DATA        3 OF 10
  BY-PASS EDIT:
   NAME   AAAAAAAAAAAAAAAA      AAAAAAAAAAAAAAAA     A        SSN  BBB BB BBBB
  ADMIN LEVEL       C            SEX         D    COMPLEV        E
  EMPNO             F            POS TYPE    G    POS TYPE LOCAL H
  SCH BASIC         I            DUTY STATUS J    PRIOR RET COVER K
  SCH ADJ           q            DEPART DEST M    AGENCY:FROM    N
  PAYTBL            L            DEPART REASON P            TO   Q
  PROJ PROMOTION    O            HANDICAP    S    EMP INDICATOR  T
  FEHB/FULL PAY  R  N            WAEWOC      V
  MINORITY          U            HI PAYPLAN  Y    FINSTM         Z
  HI GRADE          X            FACILITY    p
  LV ENTITLEMENT    o              WIG WAIT   c
  FINSTM DATE       b              NEXT WIG   e
  LAST EQV INC      d              LAST PROMO g
  CURRENT GRADE     f              CRED MIL   i
  EOD               h              NASA SCD   k
                                  RIF SCD    m
  FROZEN CSRS       l
  -----------------------------------------------------------------------
  PF1= HELP         PF3= PREV SCREEN   PF5= MAIN MENU      PF12= END
```

DATA ELEMENTS
A. Name (Last, First, MI)
B. SSN
C. Administrative Level
D. Sex
E. Competitive Level
F. Employee Number
G. Position: Type
H. Position: Type Local
I. Salary: Scheduled Basic
J. Duty Status
K. Retirement: Prior Coverage
L. Pay Table
M. Departure Destination
N. Agency Code: Transferred from
O. Promotion: Projected Potential
P. Departure Reason
Q. Agency Code: Transferred to
R. FEHB: Plan Code
S. Handicap Code
T. Employee Indicator

U. Minority Code
V. WAE/WOC Code
X. Grade: Highest
Y. Pay Plan: Highest
Z. Financial Statement Code
b. Financial Statement Filing Date
c. WIG: Waiting Period End Date
d. Last Equiv Incr Date
e. WIG Date: NEXT
f. Grade: Current Grade
g. Promotion: Date of Latest
h. EOD Date
i. Creditable Military Service
k. SCD: NASA
l. Frozen Service
m. SCD: RIF
n. FEHB Contribution Flag
o. Leave Entitlement
p. Facility Code
q. Salary: Scheduled Adjusted Basic

REPORT 901   MASTER DATA (F) FREQ. MISC. DATA   (PAGE 4 OF 10)   PERSONNEL

PURPOSE: To display Personnel Master Data in Personnel Action Format.

CONTENTS: User Selected Personnel Master Data.

SEQUENCE: N/A

```
 NEM1200I          MASTER DATA(F) FREQ. MISC. DATA          4 OF 10
  BY-PASS EDIT:
  NAME  AAAAAAAAAAAAAAAA     AAAAAAAAAAAA    A          SSN  BBB BB BBBB

  COOP: ENTRY         C                  TRAINING DEV PGM     D
        RET TO DUTY    E                 NASA SPEC PGM         F
        RET TO SCHOOL  G                 RTD   H        RTD GRP  I
                                         CPP   J        POSCRIT  K
  LOCAL TITLE:  L
  FERS/TSP:  FERS COVER  M     TSP SCD        N
             TSP STATUS  O     TSP STAT DATE  P
             TSP VEST    Q     TSP ELIG DATE  R
             TSP SEPCDE  S     TSP SEP DATE   T
  NON NASA PROJ LI   U
  RETIRED MIL: RET DATE  V                 PAY STATUS   W
               SERV COMPONENT  X           RET BASIS    Y
               SERV PAY GRD    Z           SERV NUM     b
                                           SERV DESIGNATION  c
  --------------------------------------------------------------------
  PF1= HELP          PF3= PREV SCREEN    PF5= MAIN MENU       PF12= END
```

DATA ELEMENTS

A. Employee Name (Last, First, MI)
B. SSN
C. COOP: Date Entered Program
D. Training/Dev Program
E. COOP: Return to Duty Date
F. NASA Special Prog Identifier
G. COOP: Return to School Date
H. Random Testing Designator
I. Random Testing Designator Group
J. CPP
K. Position: Criticality
L. Title: Local
M. FERS: Coverage
N. TSP: SCD

O. TSP: Employee Status Code
P. TSP: Employee Status Date
Q. TSP: Vesting Period
R. TSP: Eligibility Date
S. TSP: Separation Code
T. TSP: Separation Date
U. Non-NASA Project Line Item
V. Retired Mil: Retirement Date
W. Retired Mil: Pay Status
X. Retired Mil: Service Component
Y. Retired Mil: Retirement Basis
Z. Retired Mil: Service Pay Grade
b. Retired Mil: Service Number
c. Retired Mil: SVC Designation

REPORT 901   MASTER DATA (G) MISC. INFREQ.   (PAGE 5 OF 10)   PERSONNEL

PURPOSE: To display Personnel Master Data in Personnel Action Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
NEM1200J              MASTER DATA(G) MISC. INFREQ          5 OF 10
 BY-PASS EDIT:
 NAME  AAAAAAAAAAAAAAAAAA    AAAAAAAAAAA    A    SSN  BBB BB BBBB
       FIELD      SCHOOL    YEAR   LEVEL   GPA          RATING    YEAR
  HIGH    C          D        w      E      x      CURR    F       G
  2ND     H          I        J      K      y      PRIOR1  L       M
  3RD     N          O        P      Q      z      PRIOR2  R       S
  4TH     T          U        V      W     *a      PRIOR3 *c      *d
  COOP    Y          Z        b      c     *b      FTELI   X
  AWARDS:                                          BACH DEG YR      d
    CHK      YEAR     TYPE      AMOUNT           LIMITS:
     f        g        h          i              DOLLAR    e
                            TIME OFF HRS/LYTD    DAY       u
                                 *e              HOURS     k
    GROUP TEXT  *f
  RESERVES: BRANCH     n    RANK  o          HEAD OF AGENCY  p
  RETENTION: PAYPLN    q    GRD   r    STP  s     EXP DTE  t
  RETIREMENT: OPTIONAL u                          DISCONT  v
 -----------------------------------------------------------------------
  PF1= HELP         PF3= PREV SCREEN   PF5= MAIN MENU      PF12= END
```

DATA ELEMENTS
A. Name (Last, First, Mi)
B. SSN
C. Degree: Highest Field
D. Degree: Highest School
E. Degree: Highest Level
F. Performance Rating: Current
G. Performance Rating: Current Year
H. Degree: Second Highest Level
I. Degree: Second Highest School
J. Degree: Second Highest Year
K. Degree: Second Highest Level
L. Performance Rating: Prior 1
M. Performance Rating: Prior Yr 1
N. Degree: Third Highest Field
O. Degree: Third Highest School
P. Degree: Third Highest Year
Q. Degree: Third Highest Level
R. Performance Rating: Prior 2
S. Performance Rating: Prior Yr 2
T. Degree: Fourth Highest Field
U. Degree: Fourth Highest School
V. Degree: Fourth Highest Year
W. Degree: Fourth Highest Level
X. FTE Line Item
Y. COOP: Intended Degree Field
Z. COOP: School
b. COOP: Intended Graduation Year
c. COOP: Intended Graduation Level
d. Degree: Bachelor Year
e. Appointment: Dollar Limit
f. Award: Check

g. Award: Year
h. Award: Type
i. Award: Amount
j. Appointment: Day Limit
k. Appointment: Hour Limit
n. Ready Reserve Branch
o. Ready Reserve Rank
p. Head of Agency
q. Pay Plan: Retained
r. Grade: Retained
s. Step: Retained
t. Retention Expiration Date
u. Retirement: Optional Date
v. Retirement: Discontinued Date
w. Degree: Highest Year
x. Degree: Highest GPA
y. Degree: Second Highest GPA
z. Degree: Third Highest GPA
*a. Degree: Fourth Highest GPA
*b. COOP: Intended Graduation GPA
*c. Performance Rating: Prior 3
*d. Performance Rating: Prior Yr 3
*e. Award: Time Off Hours/Accrued Leave
    Year to Date
*f. Award: Group Text

REPORT 901   MASTER DATA (H) SUSPENSE DATES   (PAGE 6 OF 10)   PERSONNEL

PURPOSE: To display Personnel Master Data in Personnel Action Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200K                 MASTER DATA(H) SUSPENSE DATES        6 OF 10
  BY-PASS EDIT:

   NAME    AAAAAAAAAAAAAAAAA    AAAAAAAAAAAAAA  A     SSN BBB BB BBBB

   NTE DATES:                                ENDING DATES:

   APPOINTMENTS      C                       CONVERSIONS      D
   FURLOUGHS         E                       PROBATION        F
   SABBATICAL LV     G                       NEW SUPERVISOR   H
   LEAVE W/O PAY     I                       TENURE           J
   LEAVE WITH PAY    K                       SVC AGRMNT       R
   POSITION CHG      L                       SES PROBATION    S
   SUSPENSIONS       M
   PROMOTION         O                       BEGINNING DATES:
   RETENTION ALW     Q                       NEW SUPERVISOR   N
   RIF EXTENSION     T                       TENURE           P


   ----------------------------------------------------------------------
   PF1= HELP          PF3= PREV SCREEN   PF5= MAIN MENU       PF12= END
```

DATA ELEMENTS

A. Name (Last, Gen, First, MI)
B. SSN
C. Appointment: NTE Date
D. Appointment: Conversion Date
E. Furlough NTE Date
F. Probationary End Date
G. Sabbatical Leave NTE Date
H. New Supervisor End Date
I.   LWOP: NTE Date
J. Tenure: End Date
K. LWP: NTE Date
L. Position: Change NTE Date
M. Suspension: NTE Date
N. New Supervisor Date
O. Promotion NTE Date
P. Tenure Beginning Date
Q. Retention Allowance Date
R. Service Agreement End Date
S. SES Probationary End Date
T. Empl Rdctn In Frc NTE Date

REPORT 901   MASTER DATA (I) MISC.   (PAGE 7 OF 10)   PERSONNEL

PURPOSE: To display Personnel Master Data in Personnel Action Format.

CONTENTS: User Selected Personnel Master Data.

SEQUENCE: N/A

```
 NEM1200L                 MASTER DATA(I) MISC.              7 OF 10
  BY-PASS EDIT:

   NAME   AAAAAAAAAAAAAAAAAA    AAAAAAAAAAAAAA    A      SSN BBB BB BBBB


   FOLLOW UP CODES AND DATES:

   1)   C    D                          2)   E    F
   3)   G    H                          4)   I    J
   5)   K    L                          6)   M    N
   7)   O    P                          8)   Q    R




   --------------------------------------------------------------------
    PF1= HELP           PF3= PREV SCREEN   PF5= MAIN MENU      PF12= END
```

DATA ELEMENTS

A. Name (Last, Gen, First, MI)

B. SSN

C. Follow-up Code 1

D. Follow-up Date 1

E. Follow-up Code 2

F. Follow-up Date 2

G. Follow-up Code 3

H. Follow-up Date 3

I.   Follow-up Code 4

J. Follow-up Date 4

K. Follow-up Code 5

L. Follow-up Date 5

M. Follow-up Code 6

N. Follow-up Date 6

O. Follow-up Code 7

P. Follow-up Date 7

Q. Follow-up Code 8

R. Follow-up Date 8

REPORT 901   MASTER DATA (J) MISC. (PAGE 8 OF 10)   PERSONNEL

PURPOSE: To display Personnel Master Data in Personnel Action Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200M                  MASTER DATA(J) MISC.          8 OF 10
  BY-PASS EDIT:

   NAME    AAAAAAAAAAAAAAAA    AAAAAAAAAAAAA    A       SSN  BBB BB BBBB

   DETAIL:
     OPM TTL        C                                   /

     NASA TTL       D                                   /

     TITLE CODE     E
     PDN            F                       NCC   G
     PAY PLAN       H                       OCC CODE   I
     GRADE          J                       ORG ASSIGNED  K
     DUTY STATION   L                       ENDING DATE   M
      INSTALLATION LOCATED      N



    -------------------------------------------------------------------------
    PF1= HELP          PF3= PREV SCREEN   PF5= MAIN MENU      PF12= END
```

DATA ELEMENTS
A. Name (Last, First, MI)
B. SSN
C. Detail: Title: OPM
D. Detail: Title: NASA
E. Detail: Title Code
F. Detail: Position Description Num
G. Detail: NASA Classification Code
H. Detail: Pay Plan
I. Detail: Occupational Code
J. Detail: Grade
K. Detail: Organization Assigned
L. Detail: Duty Station Code
M. Detail: Ending Date
N. Detail: Installation Located

REPORT 901   MASTER DATA (L) BONUS/DIFF/ALLOW   (PAGE 9 OF   PERSONNEL 10)

PURPOSE: To display Personnel Master Data in Personnel Action Format.

CONTENTS: User Selected Personnel Master Data.

SEQUENCE: N/A

```
 NEM1200P            MASTER DATA(L)   BONUS/DIFF/ALLOW     9 OF 10
   BY-PASS EDIT:

    NAME   AAAAAAAAAAAAAAAAA    AAAAAAAAAAAAAA    A     SSN  BBB BB BBBB

    LOCALITY ADJUSTMENT INDICATOR    C

    BONUS/DIFFERENTIAL BASIS    D

    RECRUITMENT BONUS %   E            RECRUITMENT BONUS AMOUNT   K
    RELOCATION BONUS %    F            RELOCATION BONUS AMOUNT    L
                                       PHYS COMP ANNL AMNT
                                       AVLBTY ANNUAL AMNT         S
    AUO %                G             AUO ANNUAL AMOUNT          M
    RETENTION ALLOW %    H             RETNTN ALLOW ANNL AMNT     N
    STAFFING DIFF %      I             STAFFING DIFF ANNL AMNT    O
    SUPERVISORY DIFF %   J             SUPRVSRY DIFF ANNL AMNT    P
                                       FOREIGN LANG ANNL AMNT     Q


    -----------------------------------------------------------------------
    PF1= HELP        PF3= PREV SCREEN        PF5= MAIN MENU        PF12= END
```

DATA ELEMENTS

A. Name (Last, First, MI)

B. SSN

C. EMPL-LCLTY-ADJSTMNT-IND

D. EMPL-BONUS-DFRNTL-BASIS-CODE

E. EMPL-BONUS-RCRTMNT-PCT

F. EMPL-BONUS-RLCTN-PCT

G. EMPL-AUO-PCT

H. EMPL-RTNTN-ALLWC-PCT

I. EMPL-STFNG-DFRNTL-PCT

J. EMPL-SPRVSRY-DFRNTL-PCT

K. EMPL-BONUS-RCRTMNT-AMT

L. EMPL-BONUS-RLCTN-AMT

M. EMPL-AUO-ANL-AMT

N. EMPL-RTNTN-ALLWC-AMT

O. EMPL-STFNG-DFRNTL-AMT

P. EMPL-SPRVSRY-DFRNTL-AMT

Q. EMPL-FRGN-LNG-ANL-AMT

R. PER-PCA-ANNUAL-AMT

S. EMPL-AVLBLTY-PAY-AML-AMT

REPORT 901   MASTER DATA (K) CAPPS   (PAGE 10 OF 10)   PERSONNEL

PURPOSE: To display Personnel Master Data in Personnel Action Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200Q                 MASTER DATA(K) CAPPS        10 OF 10
   BY-PASS EDIT:
   NAME   AAAAAAAAAAAAAA    AAAAAAAAAAAA    A       SSN   BBB BB BBBB
   AWARDS:              QTY YR                        ASCN ACTION:
     HONORARY          > C   D                          AUTH1  > c
     PERFORMANCE SES   > E   F                          AUTH2  > d
     QUALITY INCREASE  > G   H                          EFDATE > e
     SPECIAL ACT       > I   J      PREVIOUS:           NOAC   > f
                                    BASIC PAY  > S
   COUNTER CODES:                   DUTY STN   > T      CVNRSN ACTION:
     APPOINTMENT       > K          GRADE      > U        AUTH1  > g
     AWARDS            > L          LOCAL ADJ  > V        AUTH2  > h
     CAO               > M          OCC CODE   > W        EFDATE > i
     CONVERSION        > N          PAY BASIS  > X        NOAC   > j
     DOWNGRADE         > O          PAY PLAN   > Y
     OTHER AWARDS      > P          PAYRAT DET > Z      APPOINTMENT:
     PERFORMANCE AWARDS > Q         STEP       > a        AUTH1  > k
     TRAINING          > R          WORKSCH    > b        AUTH2  > l
   ---------------------------------------------------------------------
   PF1= HELP        PF3= PREV SCREEN       PF5= MAIN MENU        PF12= END
```

DATA ELEMENTS

A. Name (Last, First, MI)
B. SSN
C. AWARD-INDVDL-GRP-HNRY-QTY
D. AWARD-INDVDL-GRP-HNRY-RCVD-YEAR
E. AWARD-PRFRMNC-SES-QTY
F. AWARD-PRFRMNC-SES-RCVD-YEAR
G. AWARD-QLTY-INCRS-QTY
H. AWARD-QLTY-INCRS-RCVD-YEAR
I. AWARD-SPCL-ACT-QTY
J. AWARD-SPCL-ACT-RCVD-YEAR
K. EMPL-AP-CTR-CODE
L. EMPL-AWARDS-CTR-CODE
M. EMPL-CAO-CTR-CODE
N. EMPL-CNVRSN-CTR-CODE
O. EMPL-DOWNGRADE-CTR-CODE
P. EMPL-OTHER-AWARDS-CTR-CODE
Q. EMPL-PRFRMC-AWARDS-CTR-CODE
R. EMPL-TRNG-CTR CODE
S. EMPLHS-PRVS-BASIC PAY
T. EMPLHS-PRVS-DUTY-STN-CODE
U. EMPLHS-PRVS-GRADE
V. EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT
W. EMPLHS-PRVS-OCPTNL-CODE

X. EMPLHS-PRVS-PAY-BASIS-CODE
Y. EMPLHS-PRVS-PAY-PLN-CODE
Z. EMPLHS-PRVS-PAY-RATE-DTRMNT

a. EMPLHS-PRVS-GRADE-STEP-CODE
b. EMPLHS-PRVS-WORK-SCHDL-CODE
c. EMPL-ACSN-LGL-ATHRTY1-CODE
d. EMPL-ACSN-LGL-ATHRTY2-CODE
e. EMPL-ACSN-NOAC-EFCTV-DATE
f. EMPL-ACSN-NOAC-CODE
g. PRSACT-CNVRSN-LGL-ATHRTY1-CODE
h. PRSACT-CNVRSN-LGL-ATHRTY2-CODE
i. Effective Date of Conversion
j. PRSACT-CNVRSN-NOAC-CODE
k. EMPL-HIRE-LGL-ATHRTY1-CODE
l. EMPL-HIRE-LGL-ATHRTY2-CODE

REPORT 902   PERSONNEL MASTER RECORD   (PAGE 1 OF 9)   PERSONNEL

PURPOSE: To display Personnel Master Data in Personnel Action Format.

CONTENTS: User Selected Personnel Master Data.

SEQUENCE: N/A

```
COMMAND:                        NPPS                      09/05/90
NEO1200A                 PERSONNEL MASTER RECORD          11:11:31
                                                          1 OF 9


  NAME   AAAAAAAAAAAAAAAAAAA    AAAAAAAAAAAAAAA     A    SSN   BBB BB BBBB

  ADMINLEV        C    BDYR                 P    CURRGRDDTE          d
  AGECURRT        D    BIRTHDATE            Q    CREDMILSERV         e
  AGENCY          E                              DAYLIMIT           f
  ANUIND          F    CITIZEN              R    DEPARTDEST          g
  AGENCYFROM      G    COMPLEV              S    DEPARTRSN           h
  AGENCYTO        H    CONVENDDTE           T    DETAILENDDTE        i
  APPTNTEDTE      I    COOPENTRYDTE         U    DLRLIMIT           j
  AWDAMT          J    COOPFLD              V    DTLDTYSTN           k
                       COOPLEV              W    DTLGRADE           l
  AWDCHK          L    COOPRTDDTE           X    DTLNCC             m
                       COOPRTSDTE           Y    DTLOCCODE          n
  AWDTYP          N    COOPSCH              Z    DTLORGASSIGN       o
  AWDYR           O    COOPYR               b    DTLPAYPLN          p
                       CPP                  c    DTLPDN             q




  PF1 = HELP        PF3 = PREV SCREEN      PF5 = MAIN MENU       PF12 = END
```

DATA ELEMENTS

A. Name (Last, First, MI)

B. SSN

C. Administrative Level

D. Age: Current

E. Agency Code: Employing

F. Annuitant Indicator

G. Agency Code: Transferred From

H. Agency Code: Transferred To

I. Appointment: NTE Date

J. Award: Amount

L. Award: Check

N. Award: Type

O. Award: Year

P. Degree: Bachelor Year

Q. Date of Birth

R. Citizenship

S. Competitive Level

T. Appointment: Conversion Date

U. COOP: Date Entered Program

V. COOP: Intended Degree Field

W. COOP: Intended Degree Level

X. COOP: Return to Duty Date

Y. COOP: Return to School Date

Z. COOP: School Code

b. COOP: Intended Graduation Year

c. CPP

d. Grade: Current Date

e. Creditable Military Service

f. Appointment: Day Limit

g. Departure: Destination

h. Departure: Reason

i. Detail: Ending Date

j. Appointment: Dollar Limit

k. Detail: Duty Station Code

l. Detail: Grade

m. Detail: NASA Classification Code

n. Detail: Occupational Code

o. Detail: Organizational Assigned

p. Detail: Pay Plan

q. Detail: Position Description Num

REPORT 902   PERSONNEL MASTER RECORD   (PAGE 2 OF 9)   PERSONNEL

PURPOSE: To display Personnel Master in Database Field Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
COMMAND:                            NPPS                        09/05/90
NEO1200B                    PERSONNEL MASTER RECORD            11:11:31
                                                               2 OF 9


NAME   AAAAAAAAAAAAAAAAAAAA    AAAAAAAAAAAAAAA    A    SSN   BBB BB BBBB

DTLNASATTL      C
DTLOPMTTL       D
DTYSTNNAME      E
DTLTITLECDE     F    FINSTM         P    FOUFLD        b    GRADE         l
DTYSTN          G    FINSTMDTE      Q    FOULEV        c    GRADERETN     m
DTYSTS          H    FLSA           R    FOUSCH        d    HANDICAP      n
EDLEV           I    FOLLOW1        S    FOUYR         e    HEAD-AGENCY   o
EMPIND          J    FOLLOW2        T    FROZENCSRS    f    HIFLD         p
EMPNO           K    FOLLOW3        U    FSCDCURRT     g    HIGRADE       q
EODDTE          L    FOLLOW4        V    FSCDTE        h    HILEV         r
FACILITY        w    FOLLOW5        W    FTELI         i    HIPAYPLN      s
FEGLI           M    FOLLOW6        X    FUNCCLASS     j    HISCH         t
FEHB            N    FOLLOW7        Y    FURNTEDTE     k    HIYR          u
FERSCOVER       O    FOLLOW8        Z                       HRLIMIT       v




 PF1 = HELP        PF3 = PREV SCREEN        PF5 = MAIN MENU        PF12 = END
```

DATA ELEMENTS

A. Name (Last, First, MI)
B. SSN
C. Title: NASA
D. Title: OPM
E. Duty Station Name
F. Title Code
G. Duty Station Code
H. Duty Status
I. Educational Level
J. Employee Indicator
K. Employee Number
L. EOD Date
M. FEGLI: Code
N. FEHB: Plan Code
O. FERS: Coverage
P. Financial Statement Code
Q. Financial Statement Filing Date
R. FLSA Pay Status
S. Follow-up Code1 and Follow-up Date1
T. Follow-up Code2 and Follow-up Date2
U. Follow-up Code3 and Follow-up Date3
V. Follow-up Code4 and Follow-up Date4
W. Follow-up Code5 and Follow-up Date5
X. Follow-up Code6 and Follow-up Date6

Y. Follow-up Code7 and Follow-up Date7
Z. Follow-up Code8 and Follow-up Date8
b. Degree: Fourth Highest Degree
c. Degree: Fourth Highest Level
d. Degree: Fourth Highest School
e. Degree: Fourth Highest Year
f. Frozen Service
g. SCD: Fed Years
h. SCD: Leave
i. FTE Line Item
j. Functional Classification
k. Furlough NTE Date
l. Grade: Current
m. Grade: Retained
n. Handicap Code
o. Head of Agency
p. Degree: Highest Field
q. Grade: Highest
r. Degree: Highest Level
s. Pay Plan: Highest
t. Degree: Highest School
u. Degree: Highest Year
v. Appointment: Hour Limit
w. Facility Code

REPORT 902   PERSONNEL MASTER RECORD   (PAGE 3 OF 9)   PERSONNEL

PURPOSE: To display Personnel Master in Database Field Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200C                         NPPS
                      PERSONNEL MASTER RECORD          3 OF 9
 -------------------------------------------------------------------------
  NAME   AAAAAAAAAAAAAAAA    AAAAAAAAAAAA    A        SSN    BBB BB BBBB

                      NASATTL     M
  INSTALL          C
  INSTALLCURRT     D   NCC           N
                      NEWSUPBEGDTE      O   OCCODE       X   PEFRATC     g
  LASTPROMO        E   NEWSUPENDDTE      P   ORGASSIGN    Y   PEFRATCYR  h
  LEQDTE           F   NEXTWIGDTE        Q   ORGLOC       Z   PEFRATP1   i
  LOCALTTL         G                                          PEFRATP1YR j
  LVENTITLE        m   NNASAAPPRO        R                    PEFRATP2   k
  LWOPNTEDTE       H   NNASAPROJLI       S   PAYBASIS     b   PEFRATP2YR l
  LWPNTEDTE        I   NSCDCURRT         T   PAYPLN       c   PEFRATP3   n
  MINCDE           J   NSCDTE            U   PAYPLNRETN   d   PEFRATP3YR o
  MSTR-DATE        K   NSPI              V   PAYTABLE     e
  MSTR-TIME        L                         PDN          f

                  OPMTTL   w
 -------------------------------------------------------------------------
  PF1= HELP         PF3= PREV SCREEN       PF5= MAIN MENU       PF12= END
```

DATA ELEMENTS

A. Name (Last, First, MI)
B. SSN
C. Installation Code
D. Installation: Time Current
E. Promotion: Date of Latest
F. Last Equiv Incr Date
G. Title Local
H. LWOP: NTE Date
I. LWP: NTE Date
J. Minority Code
K. Personnel Master Date
L. Personnel Master Time
M. Title: NASA
N. NASA Classification Code
O. New Supervisor Date
P. New Supervisor End Date
Q. WIG: Date Next
R. Non-NASA Appropriation Code
S. Non-NASA Project Line Item
T. SCD: NASA Years
U. SCD: NASA
V. NASA Special Prog Identifier
W. Title: OPM
X. Occupation Code

Y. Organization: Assigned
Z. Organization: Located

b. Pay Basis
c. Pay Plan
d. Pay Plan: Retained
e. Pay Table
f. Position: Description Number
g. Performance Rating : Current
h. Performance Rating : Current Yr
i. Performance Rating : Prior 1
j. Performance Rating : Prior Yr 1
k. Performance Rating : Prior 2
l. Performance Rating : Prior Yr 2
m. Leave Entitlement
n. Performance Rating: Prior 3
o. Performance Rating: Prior Yr 3

REPORT 902   PERSONNEL MASTER RECORD   PERSONNEL

PURPOSE: To display Personnel Master in Database Field Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200D                        NPPS                    4 OF 9
                          PERSONNEL MASTER RECORD
 ------------------------------------------------------------------------------
  NAME    AAAAAAAAAAAAAAAAA    AAAAAAAAAAAA    A          SSN BBB BB BBBB

                             PRIORRETCOV    P           RETPLAN       X
                             PROBENDDTE     Q           RMPAYSTAT     Y
  POSCHGNTEDTE    E          PROJPROMO      R           RMRETIRBASIS  Z
  POSCRIT         F          PROMONTEDTE    S           RMRETIRDTE    b
  POSOCC          G          PTHOURS        T           RMSVCCOMP     c
  POSTYPE         H          RETENEXPDTE    U           RMSVCDESIG    d
  POSTYPELOC      I          RETDISDTE      V           RMSVCNUM      e
  PRD             J          RETOPTDTE      W           RMSVCPAYGRD   f
  PREVNAMELAST    K                                     RRBRANCH      g
  PREVNAMEGENSUFX L                                     RRRANK        h
  PREVNAMEFIRST   M                                     RSCDTE        i
  PREVNAMEMIDDLE  N                                     RTD           j
  PREVSSN         O                                     RTDGROUP      k


 ------------------------------------------------------------------------------
  PF1= HELP          PF3= PREV SCREEN        PF5= MAIN MENU       PF12= END
```

DATA ELEMENTS
A. Name (Last, First, MI)
B. SSN
E. Position: Change NTE Date
F. Position: Criticality
G. Position: Occupied
H. Position: Type
I. Position: Type Local
J. Pay Rate Determinant
K. Name: Previous Last
L. Name: Previous Genealogical Sufx
M. Name: Previous First
N. Name: Previous Middle
O. SSN: Previous
P. Retirement: Prior Coverage
Q. Probationary End Date
R. Promotion: Projected Potential
S. Promotion NTE Date
T. Part Time Hours
U. Retention Expiration Date
V. Retirement: Discontinued Date
W. Retirement: Optional Date
X. Retirement Plan
Y. Retired MIL: Pay Status
Z. Retired MIL: Retirement Basis

b. Retired MIL: Retirement Date
c. Retired MIL: Service Component
d. Retired MIL: SVC Designation
e. Retired MIL: Service Number
f. Retired MIL: Service Pay Grade
g. Ready Reserve Branch
h. Ready Reserve Rank
i. SCD: RIF
j. Random Testing Designator
k. Random Testing Designator Group

REPORT 902   PERSONNEL MASTER RECORD   (PAGE 5 OF 9)   PERSONNEL

PURPOSE: To display Personnel Master in Database Field Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200E                        NPPS                     5 OF 9
                        PERSONNEL MASTER RECORD
 ------------------------------------------------------------------------------
 NAME   AAAAAAAAAAAAAAA     AAAAAAAAAAAAA    A              SSN   BBB BB BBBB

 SABBNTEDTE        C      SUPIND         P       TSPSEPCODE      e
 SALANN            D      SUSPNTEDTE     Q       TSPSEPDTE       f
 SALDAILY          E      TENURE         R       TSPSTATUS       g
 SALHOURLY         F      TENUREBEGDTE   S       TSPSTATUSDTE    h
 SECFLD            I      TENUREENDDTE   T       TSPVEST         i
 SECLEV            K      THRFLD         U
 SECSCH            K      THRLEV         V       UNIONBU         j
 SECYR             L      THRSCH         W
 SEX               M      THRYR          X       VETPREF         k
 STEP              N      TIGCURRT       Y       VETPREFRIF      l
 STEPRETN          O      TITLECDE       Z       VETSTATUS       m
                          TRAINDEVPGM    b       WAEWOC          n
                          TSPELIGDTE     c       WIGWENDTE       o
                          TSPSCDTE       d       WORKSCH         p
 ------------------------------------------------------------------------------
  PF1= HELP         PF3= PREV SCREEN        PF5= MAIN MENU        PF12= END
```

DATA ELEMENTS
A. Name (Last, First, MI)
B. SSN
C. Sabbatical Leave NTE Date
D. Salary: Annual
E. Salary: Daily
F. Salary: Hourly
I. Degree: Second Highest Field
J. Degree: Second Highest Level
K. Degree: Second Highest School
L. Degree: Second Highest Year
M. Sex
N. Step
O. Step: Retained
P. Supervisory Code
Q. Suspension: NTE Date
R. Tenure Code
S. Tenure: Beginning Date
T. Tenure: Ending Date
U. Degree: Third Highest Field
V. Degree: Third Highest Level
W. Degree: Third Highest School
X. Degree: Third Highest Year
Y. Grade: Time in Grade Current
Z. Title Code

b. Training/Dev Program
c. TSP: Eligibility Date
d. TSP: SCD
e. TSP: Separation Code
f. TSP: Separation Date
g. TSP: Employee Status Code
h. TSP: Employee Status Date
i. TSP: Vesting Period
j. Union: Bargaining Unit Status
k. Veteran Preference
l. Veteran Preference RIF
m. Veterans Status
n. WAE/WOC Code
o. WIG: Waiting Period End Date
p. Work Schedule

REPORT 902   **PERSONNEL MASTER RECORD**   **(PAGE 6 OF 9)**   **PERSONNEL**

PURPOSE: To display Personnel Master in Database Field Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200N                          NPPS                      6 OF 9
                          PERSONNEL MASTER RECORD
 --------------------------------------------------------------------------------
 NAME  AAAAAAAAAAAAAAAA    AAAAAAAAAAAAAA  A            SSN   BBB BB BBBB

 COOPGPA               C
 FOUGPA                D
 HIGPA                 E
 SECGPA                F
 THRGPA                G
 FEHBFULLPAY           H
 ORGALEVEL1            I
 ORGALEVEL2            J
 ORGALEVEL3            K
 ORGALEVEL4            L
 AWARD-GROUP-TEXT      M
 EMPL-LCTD-INSTLTN-CODE N



 --------------------------------------------------------------------------------
  PF1= HELP         PF3= PREV SCREEN         PF5= MAIN MENU         PF12= END
```

DATA ELEMENTS

A. Name (Last, First, MI)

B. SSN

C. COOP: Intended Degree GPA

D. Degree: Fourth Highest GPA

E. Degree: Highest GPA

F. Degree: Second Highest GPA

G. Degree: Third Highest GPA

H. FEHB Contribution Flag

I. Organization: Assigned Level 1

J. Organization: Assigned Level 2

K. Organization: Assigned Level 3

L. Organization: Assigned Level 4

M. AWARD-GROUP-TEXT

N. Detail: Installation Located Code

REPORT 902   PERSONNEL MASTER RECORD   (PAGE 7 OF 9)   PERSONNEL

PURPOSE: To display Personnel Master in Database Field Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200O                        NPPS                    7 OF 9
                         PERSONNEL MASTER RECORD
 --------------------------------------------------------------------------
 NAME                                                   SSN

   EMPL-ADJSTD-BASIC-PAY-AMT             EMPL-RTNTN-ALLWNC-NTE-DATE
   EMPL-AUO-PCT                          EMPL-RTNTN-ALLWNC-PCT
   EMPL-AUO-ANL-AMT                      EMPL-STFNG-DFRTNL-ANL-AMT
   EMPL-BASIC-PAY-AMT                    EMPL-STFNG-DFRTNL-PCT
   EMPL-BONUS-DFRNTL-BASIS-CODE          SUPER-DIFF
   EMPL-BONUS-RCRTMNT-AMT                EMPL-SPRVSRY-DFRNTL-PCT
   EMPL-BONUS-RCRTMNT-PCT                EMPL-SVC-AGRMNT-DATE
   EMPL-BONUS-RLCTN-AMT                  EMPL-TOT-PAY-AMT
   EMPL-BONUS-RLCTN-PCT                  EMPL-TIME-OFF-AWARD-HRS
   EMPL-FRGN-LNG-ANL-AMT                 EMPL-TOA-HRS-YTD-GRNTD-QTY
   EMPL-LCLTY-ADJSTMNT-ANL-AMT           EMPL-CRNT-RTNG-EFCTV-DATE
   EMPL-LCLTY-ADJSTMNT-IND               EMPL-PRIOR1-RTNG-EFCTV-DATE
   EMPL-OTHR-PAY-AMT                     EMPL-PRIOR2-RTNG-EFCTV-DATE
   RETENTION-ALLOW                       EMPL-PRIOR3-RTNG-EFCTV-DATE
 --------------------------------------------------------------------------
   PF1= HELP     PF3= PREV SCREEN    PF5= MAIN MENU    PF11= GO TO   PF12= END
```

REPORT 902   PERSONNEL MASTER RECORD   (PAGE 8 OF 9)   PERSONNEL

PURPOSE: To display Personnel Master in Database Field Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
NEM1200R                          NPPS                   8 OF 9
                          PERSONNEL MASTER RECORD
     --------------------------------------------------------------------
     NAME                                              SSN

     AWARD-INDVDL-GRP-HNRY-QTY          EMPL-OTHER-AWARDS-CTR-CODE
     AWARD-INDVDL-GRP-HNRY-RCVD-YEAR    EMPL-PRFRMNC-AWARDS-CTR-CODE
     AWARD-PRFRMNC-SES-QTY              EMPL-TRNG-CTR-CODE
     AWARD-PRFRMNC-SES-RCVD-YEAR
     AWARD-QLTY-INCRS-QTY               EMPL-ACSN-LGL-ATHRTY1-CODE
     AWARD-QLTY-INCRS-RCVD-YEAR         EMPL-ACSN-LGL-ATHRTY2-CODE
     AWARD-SPCL-ACT-QTY                 EMPL-ACSN-NOAC-CODE
     AWARD-SPCL-ACT-RCVD-YEAR           EMPL-ACSN-NOAC-EFCTV-DATE
                                        EMPL-HIRE-LGL-ATHRTY1-CODE
     EMPL-AP-CTR-CODE                   EMPL-HIRE-LGL-ATHRTY2-CODE
     EMPL-AWARDS-CTR-CODE               PRSACT-CNVRSN-LGL-ATHRTY1-CODE
     EMPL-CAO-CTR-CODE                  PRSACT-CNVRSN-LGL-ATHRTY2-CODE
     EMPL-CNVRSN-CTR-CODE               PRSACT-CNVRSN-NOAC-CODE
     EMPL-DOWNGRADE-CTR-CODE            PRSACT-CNVRSN-NOAC-EFCTV-DATE
     --------------------------------------------------------------------
      PF1= HELP        PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END
```

REPORT 902   PERSONNEL MASTER RECORD   (PAGE 9 OF 9)   PERSONNEL
PURPOSE: To display Personnel Master in Database Field Format.
CONTENTS: User Selected Personnel Master Data.
SEQUENCE: N/A

```
 NEM1200S                        NPPS                   9 OF 9
                        PERSONNEL MASTER RECORD
 -------------------------------------------------------------------------------
 NAME                                               SSN

 EMPLHS-PRVS-BASIC-PAY              EMPL-FERS-MRA-DATE
 EMPLHS-PRVS-DUTY-STN-CODE          EMPL-ARMY-LINE-NMBR-CODE
 EMPLHS-PRVS-GRADE                  EMPL-ARMY-PRGRPH-CODE
 EMPLHS-PRVS-GRADE-STEP-CODE        EMPL-AVLBLTY-PAY-ANL-AMT
 EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT      EMPL-SCHDL-LCLTY-ANL-AMT
 EMPLHS-PRVS-OCPTNL-CODE            EMPL-SCHDL-TOT-PAY-AMT
 EMPLHS-PRVS-PAY-BASIS-CODE         EMPL-CRNT-RTNG-PTRN-CODE
 EMPLHS-PRVS-PAY-PLN-CODE           EMPL-PRIOR1-RTNG-PTRN-CODE
 EMPLHS-PRVS-PAY-RATE-DTRMNT        EMPL-PRIOR2-RTNG-PTRN-CODE
 EMPLHS-PRVS-WORK-SCHDL-CODE        EMPL-PRIOR3-RTNG-PTRN-CODE
 EMPL-SES-PRBTNRY-END-DATE          PHYS-COMP-ANNL-AMNT
 EMPL-RDCTN-IN-FRC-NTE-DATE
 EMPL-SRVC-CMPTN-RTRMNT-DATE
 EMPL-AWARD-BDGT-CODE
 -------------------------------------------------------------------------------
  PF1= HELP     PF3= PREV SCREEN     PF5= MAIN MENU     PF11= GO TO    PF12= END D
```

REPORT 903   PLANNING ACTION TRANSACTION AUDIT REPORT   PERSONNEL

PURPOSE: To generate a report listing all employees with a descriptive error message that failed to have a planning action generated during this process and all employees with matching SSNs on suspense for planning actions generated during this process.

CONTENTS:

SEQUENCE:

```
COMMAND:                          NPPS                        09/05/90
NEO2040              PLANNING ACTION TRANSACTIONS AUDIT REPORT      11:11:31


NAME:     AAAAAAAAAAAAAAAAAAAAAAAAAAAA
SSN:      BBB-BB-BBBB        NOAC:    C        EFDATE:       D
          E


NAME:     AAAAAAAAAAAAAAAAAAAAAAAAAAAA
SSN:      BBB-BB-BBBB        NOAC:    C        EFDATE:       D
          E


NAME:     AAAAAAAAAAAAAAAAAAAAAAAAAAAA
SSN:      BBB-BB-BBBB        NOAC:    C        EFDATE:       D
          E


NAME:     AAAAAAAAAAAAAAAAAAAAAAAAAAAA
SSN:      BBB-BB-BBBB        NOAC:    C        EFDATE:       D
          E




PF1 = HELP      PF3 = PREV SCREEN         PF5 = MAIN MENU        PF12 = END
                PF7 = BACKWARD            PF8 = FORWARD
```

DATA ELEMENTS

A. Name

B. SSN

C. Nature of Action: Code

D. Effective Date

E. Error Message

REPORT 904   ERROR TRANSACTION SUMMARY - TRNSUM   PERSONNEL

PURPOSE: To generate a report listing all actions that failed to mature during this run and
                 the last error message encountered during the mature process.

CONTENTS:

SEQUENCE:

```
COMMAND:                              NPPS                        09/05/90
NEO3260              ERROR TRANSACTION SUMMARY - TRNSUM           11:11:31


NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
SSN:       BBB-BB-BBBB         NOAC:    C      EFDATE:       D
           E


NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
SSN:       BBB-BB-BBBB         NOAC:    C      EFDATE:       D
           E


NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
SSN:       BBB-BB-BBBB         NOAC:    C      EFDATE:       D
           E


NAME:      AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
SSN:       BBB-BB-BBBB         NOAC:    C      EFDATE:       D
           E




PF1 = HELP      PF3 = PREV SCREEN          PF5 = MAIN MENU        PF12 = END
                PF7 = BACKWARD             PF8 = FORWARD
```

DATA ELEMENTS

A. Employee Name

B. SSN

C. Nature of Action: Code

D. Effective Date

E. Error Message

REPORT 905   **SUSPENSE QUERY - PERSUSPQ**   **PERSONNEL**

PURPOSE: To select Personnel Suspense Inquiry Reports 21A, 21B, 21C, 21D and 21E.

CONTENTS: User input selection options.

SEQUENCE: N/A

```
 COMMAND:                          NPPS                        09/05/89
 NEO1300                  SUSPENSE QUERY - PERSUPQ             11:11:31
                                                              1



         LIST ACTIONS FOR EMPLOYEE:
         SSN:  AAA AA AAAA
         NAME: (LAST,FIRST)  BBBBBBBBBBBBBBBBBB   CCCCCCCCCC

         LIST ACTIONS ON OR BEFORE EFDATE:  D

         LIST ACTIONS FOR NOAC:    E

         LIST ACTIONS FOR SOURCE:  F

         LIST ACTIONS FOR CLERK ID: G




 PF1 = HELP                  PF5 = MAIN MENU              PF12 = END
```

DATA ELEMENTS

A.   SSN - (User input; opt.)

B.   Name: Last (opt.)

C.   Name: First (opt., finds SSN for Name)

D.   Effective Date (User input; opt.)

E.   Nature of Action Code (User input; opt.)

F.   Source (User input; opt.)

G.   Clerk ID (User input; opt.)

REPORT 906   **LIST ACTIONS FOR EMPLOYEE**   **PERSONNEL**

PURPOSE: To display Personnel Actions pending for an employee. Allows detail selection.

CONTENTS: Based on User Selection.

SEQUENCE: By Effective Date, Suspense Sequence

```
 COMMAND: _____                    NPPS
  NEO1301                    LIST ACTION FOR EMPLOYEE
 ---------------------------------------------------------------------------
   NAME: AAAAAAAAAAAAAAAAAAAAAAAA    BBBBBBBBBBB              SSN: CCC CC CCCC

                            PRNT  MAT  ERR  BY-
   SEL   NOAC    EFDATE  SEQ  COMB  STAT  STAT  FLAG  PASS  SRC  SF52    CLERK

    D     E       F      G    H     I     J     K     L     M    O         N
    _    702    09-10-93  1         P                 X     C        1090ADMINIST
    _    893    09-10-93  2         P                 X     C        1090ADMINIST
    _
    _
    _
    _
    _
    _
    _

 ---------------------------------------------------------------------------
   PF1= HELP     PF5= MAIN MENU    PF7= BACKWARD    PF8= FORWARD    PF12= END
```

DATA ELEMENTS

A. Name: Last

B. Name: First

C. SSN

D. User Selection of Record for Modification (opt.)

E. Nature of Action: Code

F. Effective Date

G. Suspense Sequence

H. SF 50: Combination

I.   SF 50: Print Status

J. Suspense Mature Status

K. Suspense Error Status

L. Edit Bypass Code

M. Suspense Source

N. Suspense Update Clerk

O. SF 52 Flag

REPORT 907   LIST ACTIONS ON SUSPENSE THRU DATE   PERSONNEL

PURPOSE: To display Personnel Actions pending thru Date. Allow Detail Selection
CONTENTS: Based on user selection.
SEQUENCE: By Effective Date, SSN, Suspense Sequence

```
COMMAND: _____                    NPPS
 NEO1302                     LIST ACTIONS ON SUSPENSE
                                   THRU   A
 --------------------------------------------------------------------
 S                                       S C P M E B S
 E                                       E M R A R Y R SF
 L    SSN         NAME         NOAC   EFDATE   Q B T T R P C 52   CLERK

 B CCC-CC-CCCC OOOOOOOOOOOOOOOOOOO  D       E     F G H I J K L N      M
 _ 000-00-0021 LAST, FIRST        702   09-10-88  1   P     X     1090ADMINIST
 _ 000-00-0021 LAST, FIRST        893   09-10-88  2         X     1090ADMINIST
 _
 _
 _
 _
 _
 _
 _

 --------------------------------------------------------------------
 PF1= HELP     PF5= MAIN MENU    PF7= BACKWARD    PF8= FORWARD    PF12= END
```

DATA ELEMENTS

A. Effective Date
B. User Selection of Record for Modification (opt.)
C. SSN
D. Nature of Action: Code
E. Effective Date
F. Suspense Sequence
G. SF 50: Combination
H. SF 50: Print Status
I.   Suspense Mature Status
J.   Suspense Error Status
K. Edit Bypass Code
L. Suspense Source
M. Suspense Update Clerk
N. SF 52 Flag
O. Name (Last, First)

REPORT 908   LIST ACTIONS ON SUSPENSE FOR NOAC   PERSONNEL

PURPOSE: To display Personnel Actions pending by Nature of Action Code.

CONTENTS: Based on User Selection.

SEQUENCE: By SSN, Effective Date, Suspense Sequence

```
 COMMAND: _____                    NPPS
  NEO1303                      LIST ACTIONS ON SUSPENSE
                                  FOR NOAC  A
 --------------------------------------------------------------------------
  S                                        S C P M E B S
  E                                        E M R A R Y R SF
  L    SSN          NAME          NOAC    EFDATE    Q B T T R P C 52    CLERK

  B CCC-CC-CCCC OOOOOOOOOOOOOOOOOO  D        E      F G H I J K L N      M
  _ 000-00-0021 LAST, FIRST         702    09-10-88  1   P      X     1090ADMINIST
  _ 000-00-0021 LAST, FIRST         893    09-10-88  2          X     1090ADMINIST
  _
  _
  _
  _
  _
  _
  _

 --------------------------------------------------------------------------
  PF1= HELP     PF5= MAIN MENU    PF7= BACKWARD    PF8= FORWARD    PF12= END
```

DATA ELEMENTS

A. Nature of Action: Code

B. User Selection of Record for Modification (opt.)

C. SSN

D. Nature of Action: Code

E. Effective Date

F. Suspense Sequence

G. SF 50: Combination

H. SF 50: Print Status

I. Suspense Mature Status

J. Suspense Error Status

K. Edit Bypass Code

L. Suspense Source

M. Suspense Update Clerk

N. SF 52 Flag

O. Name (Last, First)

REPORT 909   LIST ACTIONS ON SUSPENSE FOR SOURCE   PERSONNEL

PURPOSE: To display Personnel Actions pending by Suspense Source
CONTENTS: Based on User Selection.
SEQUENCE: By SSN, Effective Date, Suspense Sequence

```
 COMMAND: _____                    NPPS
  NEO1304                    LIST ACTIONS ON SUSPENSE
                               FOR SOURCE  A
 ---------------------------------------------------------------------
  S                                     S C P M E B S
  E                                     E M R A R Y R SF
  L   SSN         NAME         NOAC   EFDATE  Q B T T R P C 52   CLERK

  B CCC-CC-CCCC OOOOOOOOOOOOOOOOOOO  D      E    F G H I J K L N     M
  _ 000-00-0021 LAST, FIRST        702   09-10-88  1  P     X     1090ADMINIST
  _ 000-00-0021 LAST, FIRST        893   09-10-88  2        X     1090ADMINIST
  _
  _
  _
  _
  _
  _
  _

 ---------------------------------------------------------------------
  PF1= HELP    PF5= MAIN MENU    PF7= BACKWARD    PF8= FORWARD    PF12= END
```

DATA ELEMENTS

A. Suspense Source

B. User Selection of Record for Modification (opt.)

C. SSN

D. Nature of Action: Code

E. Effective Date

F. Suspense Sequence

G. SF 50: Combination

H. SF 50: Print Status

I.   Suspense Mature Status

J. Suspense Error Status

K. Edit Bypass Code

L. Suspense Source

M. Suspense Update Clerk

N. SF 52 Flag

O. Name (Last, First)

REPORT 910   LIST ACTIONS ON SUSPENSE FOR CLERK   PERSONNEL
PURPOSE: To display Personnel Actions pending by Clerk
CONTENTS: Based on User Selection.
SEQUENCE: By SSN, Effective Date, Suspense Sequence

```
 COMMAND: _____                  NPPS
  NEO1305                   LIST ACTIONS ON SUSPENSE
                             FOR CLERK  A
 -------------------------------------------------------------------------
  S                                         S C P M E B S
  E                                         E M R A R Y R SF
  L    SSN         NAME           NOAC   EFDATE  Q B T T R P C 52

  B CCC-CC-CCCC NNNNNNNNNNNNNNNNNNNN  D       E    F G H I J K L M
  _ 000-00-0021 LAST, FIRST          702    09-10-88 1   P     X
  _ 000-00-0021 LAST, FIRST          893    09-10-88 2         X
  _
  _
  _
  _
  _
  _
  _

 -------------------------------------------------------------------------
  PF1= HELP     PF5= MAIN MENU    PF7= BACKWARD    PF8= FORWARD    PF12= END
```

DATA ELEMENTS

A. Suspense Update Clerk

B. User Selection of Record for Modification (opt.)

C. SSN

D. Nature of Action: Code

E. Effective Date

F. Suspense Sequence

G. SF 50: Combination

H. SF 50: Print Status

I. Suspense Mature Status

J. Suspense Error Status

K. Edit Bypass Code

L. Suspense Source

M. SF 52 Flag

N. Name (Last, First)

REPORT 372   SES PROBATIONARY APPRAISAL   PERSONNEL

PURPOSE: A memo for SES employee supervisors and Executive Position Managers
used to certify that an employee new to an SES career position has
satisfactorily completed a one year probationary period.

CONTENTS: All new SES employees serving a probationary period ending within a
specified period.

SEQUENCE: By Organization: Assigned, Employee Name

```
              NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
                            INSTALLATION NAME
                                   A
                        SES PROBATIONARY APPRAISAL



     NAME: B                                        SSN: C

     ORGANIZATION: D

     The above named employee will complete a one year SES
     probationary period on      E      .

     Satisfactory completion of the probationary period entitles the
     employee to become a permanent career member of the SES.  As the
     supervisor, it is your responsibility to determine whether or not
     this employee's performance and conduct are at a sufficient level
     to merit a career SES appointment.

     Please complete the following information:

         Employee's performance and conduct are ___ Satisfactory*
                                                 ___ Unsatisfactory**

         I recommend that the employee be        ___ Granted career
                                                     SES status*
                                                 ___ Removed from the
                                                     SES**


     *    If employee's performance and/or conduct are satisfactory, this
     form must be returned to code     F      10 days prior to the end of
     the probationary period through the Executive Position Manager.

     **   If employee's performance and/or conduct are unsatisfactory
     and removal from the SES is being recommended, you must submit a
     narrative justification, with the performance appraisal and any
     response from the employee, 60 days prior to the end of the
     probationary period.  The justification and appraisal must be
     submitted to the Administrator through your Institutional
     Associate Administrator, if applicable, and the Chairperson of
     the Executive Resources Board.


     _____     _____
     Signature of Immediate Supervisor               Date

     _____     _____
     Signature of Reviewing Official                  Date

     _____     _____
     Executive Position Manager                       Date
```

DATA ELEMENTS

A. Facility Name - Data Value derived from Facility Code Table

B. Employee Name - Last, Gen, First, MI

C. SSN

D. Organization: Assigned

E. SES Probationary End Date

F. Mail Code - Data Value found in Personnel Control Table

SELECTION CRITERIA:

Include all employees with the following criteria:

-   Installation code equal user designated center code

-   SES Probationary End Date between user designated beginning date and user designated end date

-   Duty Status not equal 'Z'

REPORT 912   **NPPS COURSE TRANSACTION LOG**   **PERSONNEL**

PURPOSE: To generate a report of all actions that were a result of course input by the user.

CONTENTS:

SEQUENCE:

```
COMMAND:                          NPPS                          09/05/89
NEO6011                   COURSE TRANSACTION LOG FOR   A         11:11:31


 NAME:    BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB    SSN: CCCCCCCCC
          D

 NAME:                                          SSN:

 NAME:                                          SSN:

 NAME:                                          SSN:

 NAME:                                          SSN:

 NAME:                                          SSN:

 NAME:                                          SSN:

 NAME:                                          SSN:



 PF1= HELP          PF3= PREV SCREEN        PF5= MAIN MENU       PF7= BACKWARD
 PF8= FORWARD       PF12= END
```

DATA ELEMENTS

A. Effective Date

B. Name

C. SSN

D. Message

REPORT 913   NPPS SECURITY PROFILES   PERSONNEL

PURPOSE: To list Employee Security Profiles.

CONTENTS:

SEQUENCE:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ COMMAND:                        NPPS                         09/05/89         │
│ NPO1110              SECURITY PROFILES - SECURLIST           11:11:31         │
│                         INSTALLATION NUMBER                  1                │
│─────────────────────────────────────────────────────────────────────────────│
│                                                                              │
│    SSN         NAME        PASSWORD     PAYROLL    PERSONNEL   APPLICATIONS    │
│ AAA-AA-AAAA  BBBBBBBBBBB   CCCCCCCC        D           E           F          │
│ 222-22-2222  ADMIN TEST    ADM1090                     Y           Y          │
│ 300-00-0000  1090ADMINIST  NPS1090         Y           Y           Y          │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│─────────────────────────────────────────────────────────────────────────────│
│ PF1= HELP           PF3= PREV SCREEN        PF4= SECURFUN      PF5= MAIN MENU  │
│ PF7= BACKWARD       PF8= FORWARD            PF12= END                         │
└─────────────────────────────────────────────────────────────────────────────┘
```

DATA ELEMENTS

A. SSN

B. User Name

C. NPPS Password

D. If Employee has Payroll Access: 'Y'

E. If Employee has Personnel Access: 'Y'

F. If Employee has Applications Access: 'Y'

REPORT 460   CAPPS STATUS DATA REPORT   **PERSONNEL**

PURPOSE: To provide the receiving installation with an employee's CAPPS status data
              for inter-center transfers

CONTENTS: CAPPS status data elements

SEQUENCE: Center, SSN

```
SUBJECT TO PRIVACY ACT OF 1974
  REPORT NO: 460                            NASA PERSONNEL AND PAYROLL SYSTEM                    PAGE:
  SEQUENCED BY: SSN                               INSTALLATION NAME                             DATE:
                                                                                                TIME:
                                              CAPPS STATUS DATA REPORT
                                                 AS OF MM/DD/YY



              SSN:  A
              NAME:  B



       AWARDS:           QTY YR                                              ASCN ACTION:
         HONORARY        > C  D                                                AUTH1  > E
         PERFORMANCE SES > F  G                                                AUTH2  > H
         QUALITY INCREASE > I  J                                              EFDATE > K
         SPECIAL ACT     > L  M                                               NOAC   > N

       COUNTER CODES:                         PREVIOUS:                       CONV ACTION:
         APPOINTMENT        > Q                  BASIC PAY  > O                  AUTH1  > S
         AWARDS             > T                  DUTY STN   > P                  AUTH2  > V
         CAO                > W                  GRADE      > R                EFDATE > Y
         CONVERSION         > Z                  LOCAL ADJ  > U                 NOAC   > b
         DOWNGRADE          > c                  OCC CODE   > X
         OTHER AWARDS       > e                  PAY BASIS  > a                APPOINTMENT:
         PERFORMANCE AWARDS > g                  PAY PLAN   > d                  AUTH1  > i
         TRAINING           > j                  PAYRAT DET > f                  AUTH2  > l
                                                 STEP       > h
                                                 WORKSCH    > k

                                        SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS

A. SSN

B. EMPLOYEE NAME (LAST, GEN, FIRST, MI)

C. AWARD-INDVDL-GRP-HNRY-QTY

D. AWARD-INDVDL-GRP-HNRY-RCVD-YEAR

E. EMPL-ACSN-LGL-ATHRTY1-CODE

F. AWARD-PRFRMNC-SES-QTY

G. AWARD-PRFRMNC-SES-RCVD-YEAR

H. EMPL-ACSN-LGL-ATHRTY2-CODE

I. AWARD-QLTY-INCRS-QTY

J. AWARD-QLTY-INCRS-RCVD-YEAR

K. EMPL-ACSN-NOAC-EFCTV-DATE

L. AWARD-SPCL-ACT-QTY

M. AWARD-SPCL-ACT-RCVD-YEAR

N. EMPL-ACSN-NOAC-CODE

O. EMPLHS-PRVS-BASIC-PAY-AMT

P. EMPLHS-PRVS-DUTY-STN-CODE

Q. EMPL-AP-CTR-CODE

R. EMPLHS-PRVS-GRADE

S. PRSACT-CNVRSN-LGL-ATHRTY1-CODE

T. EMPL-AWARDS-CTR-CODE

U. EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT

V. PRSACT-CNVRSN-LGL-ATHRTY2-CODE

W. EMPL-CAO-CTR-CODE

X. EMPLHS-PRVS-OCPTNL-CODE

Y. PRSACT-CNVRSN-NOAC-EFCTV-DATE

Z. EMPL-CNVRSN-CTR-CODE

a. EMPLHS-PRVS-PAY-BASIS-CODE

b. PRSACT-CNVRSN-NOAC-CODE

c. EMPL-DOWNGRADE-CTR-CODE

d. EMPLHS-PRVS-PAY-PLN-CODE

e. EMPL-OTHR-AWARDS-CTR-CODE

f. EMPLHS-PRVS-PAY-RATE-DTRMNT-CODE

g. EMPL-PRFRMNC-AWARDS-CTR-CODE

h. EMPLHS-PRVS-GRADE-STEP-CODE

i. EMPL-HIRE-LGL-ATHRTY1-CODE

j. EMPL-TRNG-CTR-CODE

k. EMPLHS-PRVS-WORK-SCHDL-CODE

l. EMPL-HIRE-LGL-ATHRTY2-CODE

SELECTION CRITERIA:

Includes all employees with the following criteria:

-   Installation Code equal user designated center
    code
-   Nature of Action Code equal 721T

REPORT 916 MASS ACTION TRANSACTION AUDIT REPORT PERSONNEL

PURPOSE: To generate a report listing all employees with matching SSNs on suspense
for mass actions generated during this process.

CONTENTS:

SEQUENCE:

```
                                                                92-02-26
        COMMAND: _____            NPPS                       13:16:50
        NEO9190              MASS ACTION TRANSACTION AUDIT REPORT
        ----------------------------------------------------------------------


        NAME: A
        SSN:  B           NOAC: C       EFDATE: D
           E

        NAME: A
        SSN:  B           NOAC: C       EFDATE: D
           E

        NAME: A
        SSN:  B           NOAC: C       EFDATE: D
           E

        NAME: A
        SSN:  B           NOAC: C       EFDATE: D
           E
        ----------------------------------------------------------------------
        PF1= HELP         PF3= PREV SCREEN   PF5= MAIN MENU       PF7= BACKWARD
        PF8= FORWARD      PF12= END
```

DATA ELEMENTS

A. Name

B. SSN

C. Nature of Action: Code

D. Effective Date

E. Message (Matching SSN with higher effective date will be set to error)

REPORT 917   LIST FUTURE ACTIONS FOR EMPLOYEE   PERSONNEL

PURPOSE: To display all non-SF52 pending Personnel Actions on suspense for the
              employee being processed.

CONTENTS: Based on user selection.

SEQUENCE: By Effective Date, Suspense Sequence.

```
                                                                    92-02-14
        COMMAND: _____               NPPS                       14:52:48
        NEO1306                LIST FUTURE ACTIONS FOR EMPLOYEE
        ----------------------------------------------------------------------
         NAME:  A                                            SSN:

                                        PRNT    ERR     BY-
          NOAC     EFDATE     SEQ    COMB STAT   FLAG    PASS     SRC     CLERK
           B         C         D      E    F      G       H        I        J








        ----------------------------------------------------------------------
         PF1= HELP           PF3= PREV SCREEN     PF7= BACKWARD      PF8= FORWARD
         PF12= END
```

DATA ELEMENTS

A. Employee Name
B. Nature of Action: Code
C. Effective Date
D. Suspense Sequence
E. SF50: Combination
F. SF50: Print Status
G. Suspense Error Status
H. Edit Bypass Code
I. Suspense Source
J. Suspense Update Clerk

REPORT 373   **PERSONAL DATA VERIFICATION REPORT**   **PERSONNEL**

PURPOSE: To provide a listing of data elements for verification by the employee.

CONTENTS: All active employees.

SEQUENCE: Selective by Employee Name; Organization: Assigned, Employee Name

```
                        SUBJECT TO PRIVACY ACT OF 1974
                  National Aeronautics and Space Administration
                                INSTALLATION NAME

                         Personal Data Verification Report


     The following shows what is currently in your personnel record.  In an effort
     to make sure that our records are up-to-date, we ask that you notify _____g_____
     if any of the following information is inaccurate about you:

     Organization: Assigned          f
     Name: Last                      A
     Name: First                     B
     Name: Middle                    C
     Name: Genealogical Suffix       D

     Date of Birth                   E

     Degree: Bachelor Year           F

     Degree: Highest Field           G
     Degree: Highest GPA             H
     Degree: Highest Level           I
     Degree: Highest School          J
     Degree: Highest Year            K

     Degree: Second Highest Field    L
     Degree: Second Highest GPA      M
     Degree: Second Highest Level    N
     Degree: Second Highest School   O
     Degree: Second Highest Year     P

     Degree: Third Highest Field     Q
     Degree: Third Highest GPA       R
     Degree: Third Highest Level     S
     Degree: Third Highest School    T
     Degree: Third Highest Year      U

     Degree: Fourth Highest Field    V
     Degree: Fourth Highest GPA      W
     Degree: Fourth Highest Level    X
     Degree: Fourth Highest School   Y
     Degree: Fourth Highest Year     Z

     Educational Level               a

     Ready Reserve Branch            b
     Ready Reserve Rank              c

     Retired Mil: SVC Designation    d
     Retired Mil: Service Pay Grade  e


                        SUBJECT TO PRIVACY ACT OF 1974
```

DATA ELEMENTS

A.   Name: Last

B.   Name: First

C.   Name: Middle

D.   Name: Genealogical Suffix

E.   Date of Birth

F.   Degree: Bachelor Year

G.   Degree: Highest Field (Text From Core Table TDEGFLD)

H.   Degree: Highest GPA

I.   Degree: Highest Level (Text From Core Table TDEGLEV)

REPORT 373   PERSONAL DATA VERIFICATION REPORT (cont'd)

J.   Degree: Highest School (Text From Core Table TDEGSCH)

K.   Degree: Highest Year

L.   Degree: Second Highest Field (Text From Core Table TDEGFLD)

M.   Degree: Second Highest GPA

N.   Degree: Second Highest Level (Text From Core Table TDEGLEV)

O.   Degree: Second Highest School (Text From Core Table TDEGSCH)

P.   Degree: Second Highest Year

Q.   Degree: Third Highest Field (Text From Core Table TDEGFLD)

R.   Degree: Third Highest GPA

S.   Degree: Third Highest Level (Text From Core Table TDEGLEV)

T.   Degree: Third Highest School (Text From Core Table TDEGSCH)

U.   Degree: Third Highest Year

V.   Degree: Fourth Highest Field (Text From Core Table TDEGFLD)

W.   Degree: Fourth Highest GPA

X.   Degree: Fourth Highest Level (Text From Core Table TDEGLEV)

Y.   Degree: Fourth Highest School (Text From Core Table TDEGSCH)

Z.   Degree: Fourth Highest Year

a.   Educational Level (Text From Core Table TEDLEV)

b.   Ready Reserve Branch (Text From Core Table TRRBRNCH)

c.   Ready Reserve Rank (Text From Core Table TRRANK)

d.   Retired Mil: SVC Designation (Text From Core Table TRMSVDES)

e.   Retired Mil: Service Pay Grade (Text From Core Table TRMSVPG)

f.   Organization: Assigned

g.   Office Contact - Data Value found in Personnel Control Table

SELECTION CRITERIA:

Includes all employees with the following criteria:

-       Installation code equal user designated center code

-       Duty Status not equal 'Z'

REPORT 10   **ACTIVE EMPLOYEES WITH BLANK UUPICS**   **PERSONNEL**

PURPOSE: To identify those active employees with a blank in the PER-UUPIC field.

CONTENTS: Active employees with a blank in the PER-UUPIC field

SEQUENCE: By SSN

```
REPORT NO: 10                     NASA PERSONNEL AND PAYROLL SYSTEM              PAGE:
DATE:                             ACTIVE EMPLOYEES WITH BLANK UUPICS             TIME:


           SSN      BIRTH DATE   INST   WRITTEN TO    MISMATCHED
                                        OUTPUT FILE   KEY FIELDS
        ------- --------- ----------   ----   -----------   ----------
         A        B          C          D        E             F



        G    CENTER-SSN RECORDS WITH PER-DTYSTS <> Z AND UUIPC = BLANK
        H    UNIQUE SSNS WITH KEY-FIELDS WRITTEN TO FILE
        I    SSNS WITH MIS-MATCHED KEY-FIELDS

```

DATA ELEMENTS:
A. Sequential number
B. SSN
C. Date of Birth
D. Installation Code
E. Blank or '*'. '*' indicates the employee's SSN/Date of Birth was written to the output file.
F. Blank or '*'. '*' indicates the employee's Date of Birth differs from Date of Birth on previous center.
G. Total number of active employees with blank UUPICs
H. Number of unique SSNs where SSN/Date of Birth was written to the output file
I. Number of SSNs where Date of Birth differs in at least 2 centers

SELECTION CRITERIA:
Includes all employees with the following criteria:
- Duty Status not equal 'Z'
- PER-UUPIC is blank

REPORT 20   **UUPIC DATA ERRORS**   **PERSONNEL**

PURPOSE: To identify those active employees who were not assigned a PER-UUPIC.

CONTENTS: Active employees returned from IDMS with no UUPIC

SEQUENCE: By SSN

```
REPORT NO: 20                        NASA PERSONNEL AND PAYROLL SYSTEM                    PAGE:
DATE:                                     UUPIC DATA ERRORS                               TIME:


BLANK UUPIC     EMPLOYEE'S    INST    SSN         ST             NAME                PER MASTER    UUPIC
  READ IN        RECORDS                                                            B-DATE        B-DATE
===========     ==========    ====    =========   ==  ============================= ========      ========
     A               B         C         D        E                F                   G             H


   I    RECORDS READ FROM WORK FILE
   J    RECORDS READ FROM WORK FILE WITH BLANK UUPICS     *** ERRORS ***
   K    RECORDS READ FROM WORK FILE WITH VALID UUPICS
   L    PERMASTER RECORDS UPDATED WITH VALID UUPICS
   M    PERMASTER RECORDS NOT UPDATED; UUPIC ALREADY VALID
```

DATA ELEMENTS:
A. Sequential number of report entry
B. Sequential number for SSN
C. Installation Code
D. SSN
E. Duty Status
F. Name: Last, Name: First
G. Date of Birth
H. Date of Birth from IDMS work file
I. Records read from IDMS work file
J. Records read from IDMS work file with blank UUPICs
L. Records updated on PER-MASTER with valid UUPICs
M. Records not updated on PER-MASTER

SELECTION CRITERIA:
Includes all employees with the following criteria:
-   Blank UUPIC returned from IDMS